BRIGADE S-1
TO PREPARE ADJUTANT GENERAL'S CORPS OFFICERS, WARRANT OFFICERS, AND NONCOMMISSIONED OFFICERS TO INTERPRET, INTEGRATE, COORDINATE, AND IMPLEMENT ARMY HR PROGRAMS AND POLICIES AT THE BRIGADE S-1 LEVEL.
CORE COMPETENCIES AND KEY FUNCTIONS

Demonstrate the Defense Casualty Information Processing System - Forward (DCIPS CF) Version 8.0

December 2015

Terminal Learning Objective (TLO)

Action: Demonstrate the Defense Casualty Information Processing System-Casualty Forward (DCIPS-CF).

Conditions: In a classroom environment, given a laptop computer with DCIPS-CF loaded, internet access, AR 638-8, DA Pam 638-8, FM 1-0, DCIPS-CF Version 8.0 User's Guide and an understanding of Operational Environment (OE) variables and actors.

Standard: The students will complete the end of course, hands-on Practical Exercise by employing critical thinking skills in the following learning activities:

1. The Defense Casualty Information Processing System (DCIPS)
2. Creating a Hasty Casualty Report
3. Creating a Full Casualty Report
4. Emailing Casualty Reports
5. Importing/Exporting Casualty Reports

Learning Activities

1. The Defense Casualty Information Processing System (DCIPS)
2. Creating a Hasty Casualty Report
3. Creating a Full Casualty Report
4. Emailing Casualty Reports
5. Importing/Exporting Casualty Reports
6. Multiple Casualty Incidents

The Defense Casualty Information Processing System (DCIPS)

- A DoD system that provides all Services with a single, standard automated support system for:
  - Casualty
  - Mortuary Affairs
  - Repatriation of personnel or remains

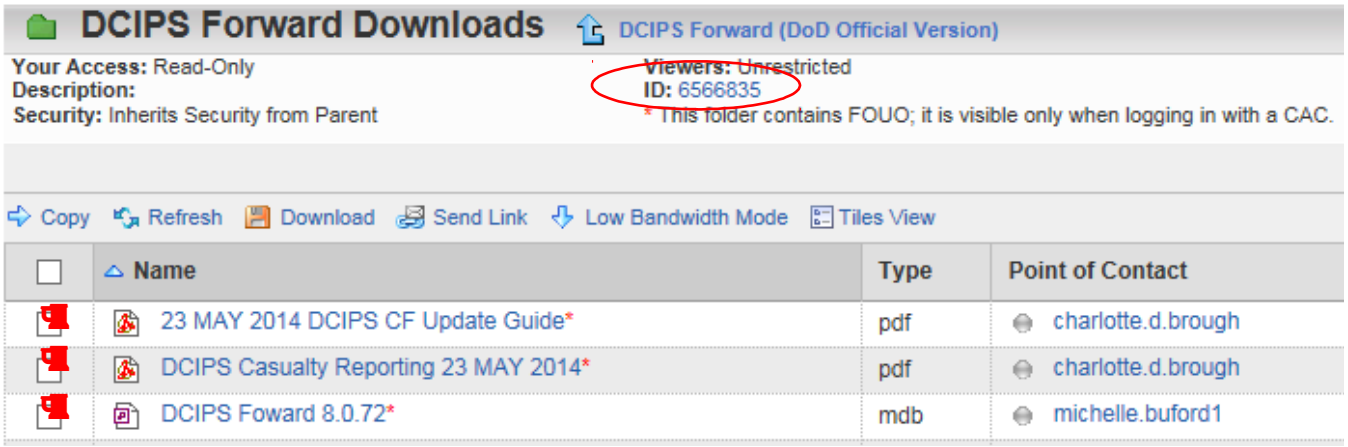
- Allows management of casualty and next of kin information.

- Provides a journal to chronologically record a case history on each casualty.

- DCIPS is composed of three subsystems as follows:
  - DCIPS-Casualty Manager (CM): HRC/CMAOC level database.
  - DCIPS-Casualty Reporting (CR): Theater CAC version that creates, edits, and submits casualty messages to CMAOC.
  - DCIPS-Casualty Forward (CF): Field units version that creates and sends casualty messages to the Theater CAC.

Download DCIPS-CF
(Current Version)

- Available for download from:
  - DCIPS Web Portal on NIPRNET
  - AKO: https://www.us.army.mil/suite/kc/6566830
  - AKO: Files; Quick View Files ID 6566835



- Select DCIPS Forward (DoD Official Version) download folder.
- Select DCIPS Forward 8.0.072 Application File (.mdb) and download to any location on your PC (e.g., “My Documents”).
- Download the User Guide (pdf)

DA Form 1156
Casualty Feeder Card

CASUALTY FEEDER CARD

For use of this form, see AR 600-8-1; the proponent agency is DCS, G-1.

*Indicates required fields.

*CASUALTY TYPE: [X] HOSTILE [ ] PENDING [ ] NON-HOSTILE	*SSN: 111-22-2333
*CASUALTY STATUS: [ ] NSI [ ] SI [ ] VSI [ ] DECEASED [X] DUSTWUN [ ] PENDING	*RANK: SP4
DUSTWUN/MISSING LAST SEEN *(DATE/TIME/PLACE)*	*NAME: Jones, John J.
	*SERVICE: U.S. Army
	UIC: wawa12
	*UNIT
	*INFLICTING FORCE *(hostile)*: [X] ENEMY [ ] ALLY [ ] US *(buddy)* [ ] UNK
IDENTIFYING MARKS *(tatoos, scars)*	REMAINS: VISUAL ID [ ] YES [ ] NO
	ID BY:
	MEANS USED:

*PERSONNEL TYPE: [X] MILITARY [ ] CIVILIAN [ ] CONTRACTOR [ ] OTHER	
*INCIDENT DATE/TIME	
*PLACE OF INCIDENT	
GRID	
DEATH DATE/TIME: 1/1/07 0100	
PLACE OF DEATH: Bahgdad, Iraq	
PRONOUNCED BY	

*CIRCUMSTANCES
While on patrol his vehicle detonated on IED

DA FORM 1156, MAR 2007 — REPLACES DA FORM 1156, MAR 2006. WHICH IS OBSOLETE. — APD V1.00

BACK OF CARD

VEHICLE GROUP/TYPE: [X] HMMWV [ ] APC [ ] ENG [ ] MTV [ ] ARTILLERY [ ] HELICOPTER [ ] OTHER [ ] STRYKER [ ] TRACK [ ] LAV [ ] PLS

UP-ARMORED: [ ] YES [X] NO

LEVEL

POSITION *(aboard)*: passenger rt front

HOR *(if known)*: Alexandria, VA

INTERCEPTOR BODY ARMOR (IBA): [ ] PASGT [X] NONE [ ] OTV [ ] OTHER

ATTACHMENTS: [ ] THROAT [ ] YOKE/COLLAR [ ] SAPI [ ] GROIN [ ] DAP

HELMET: [ ] ACH [ ] PASGT [ ] SHELL [ ] MICH [ ] CVC [ ] NO SHELL [ ] OTHER [ ] NONE [ ] VISOR

EYE PROTECTION: [ ] SWD [ ] OAKLEY [ ] OTHER [ ] NONE [ ] BLPS [ ] WILEY [ ] SPECS [ ] FSS

HOSPITAL: [ ] DIED IN [ ] DIED OUTSIDE

INVESTIGATION INITIATED: [ ] YES [ ] NO [ ] PENDING

TRAINING DUTY RELATED: [ ] YES [ ] NO

DUTY STATUS

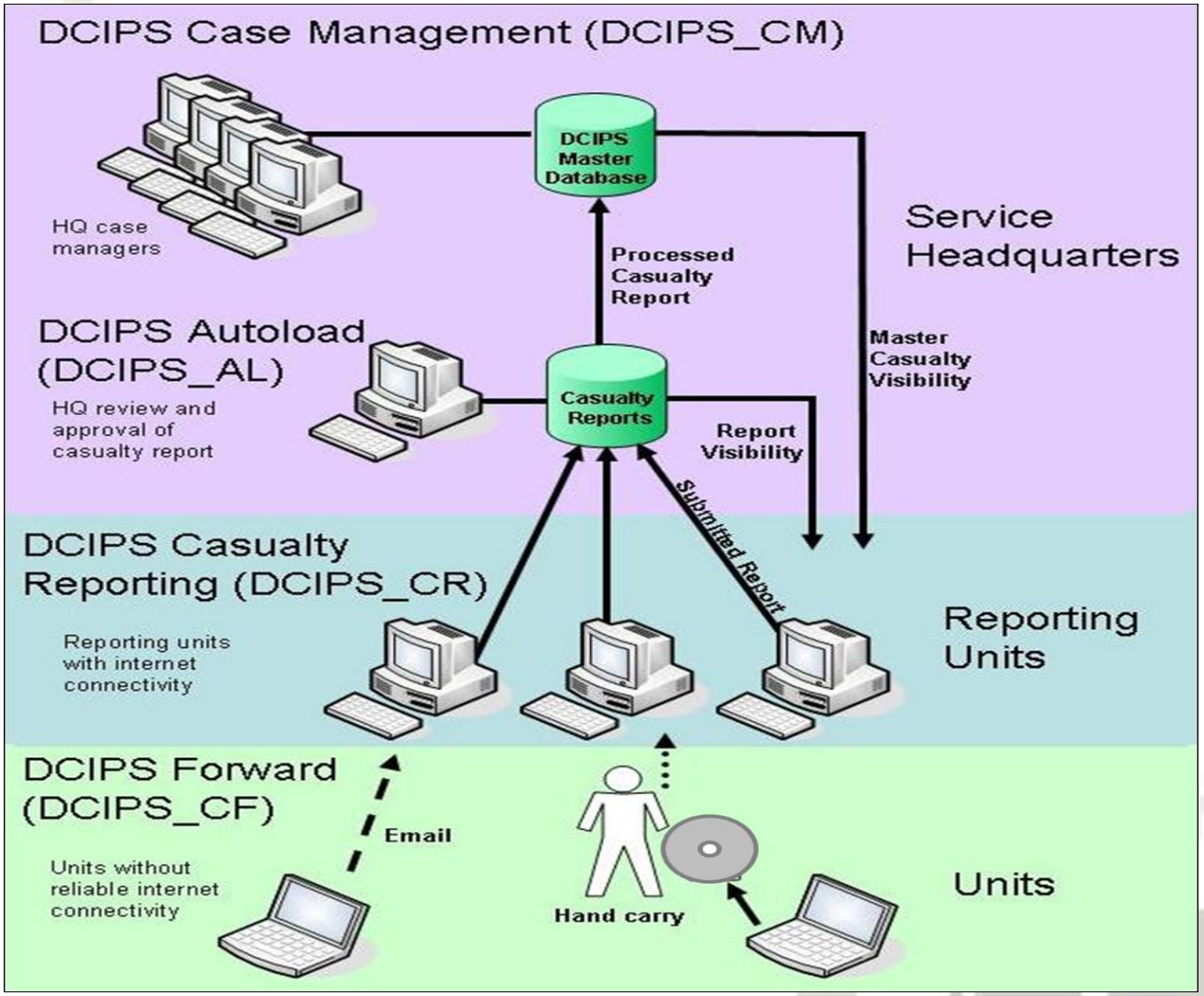
WEAPONS: [ ] IED [ ] SVBIED [ ] SAF [ ] OTHER [ ] VBIED [ ] RPG [ ] GRENADE [ ] MORTAR

SIGNATURE OF PREPARER: John Smith (signature) — DATE *(YYYYMMDD)*: 20070101

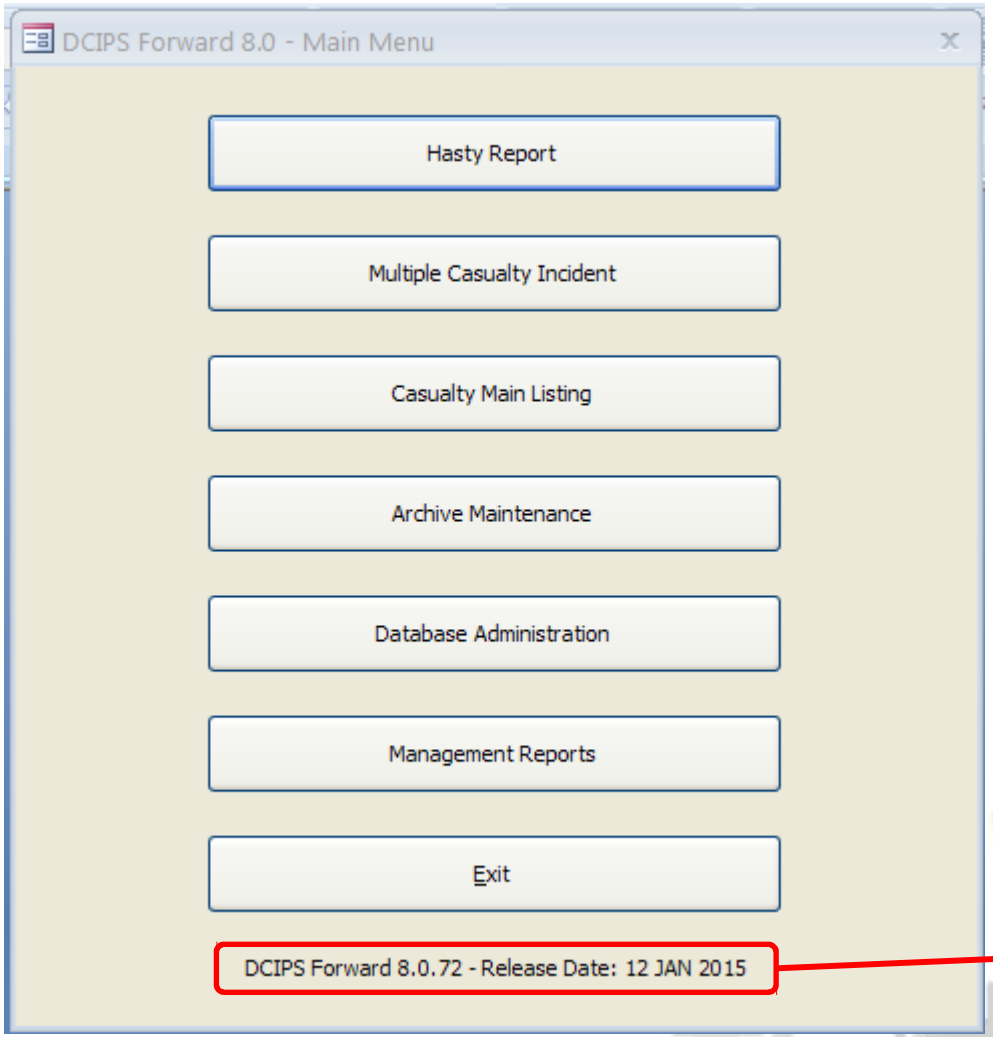
APPROVED BY COMMANDER *(Field Grade Officer-Required all Deaths/DUSTWUN/Missing)*: Richard Smith (signature) — DATE *(YYYYMMDD)*: 20070101

DA FORM 1156, MAR 2007 — APD V1.00

Casualty Report Submission Flow



DCIPS-CF Version 8.0 (Main Menu)



Current Version and Release Date

Check on Learning

Q: What three systems comprise DCIPS?

A: DCIPS Casualty Forward (CF) , DCIPS Casualty Reporting (CR) and DCIPS Casualty Management (CM).

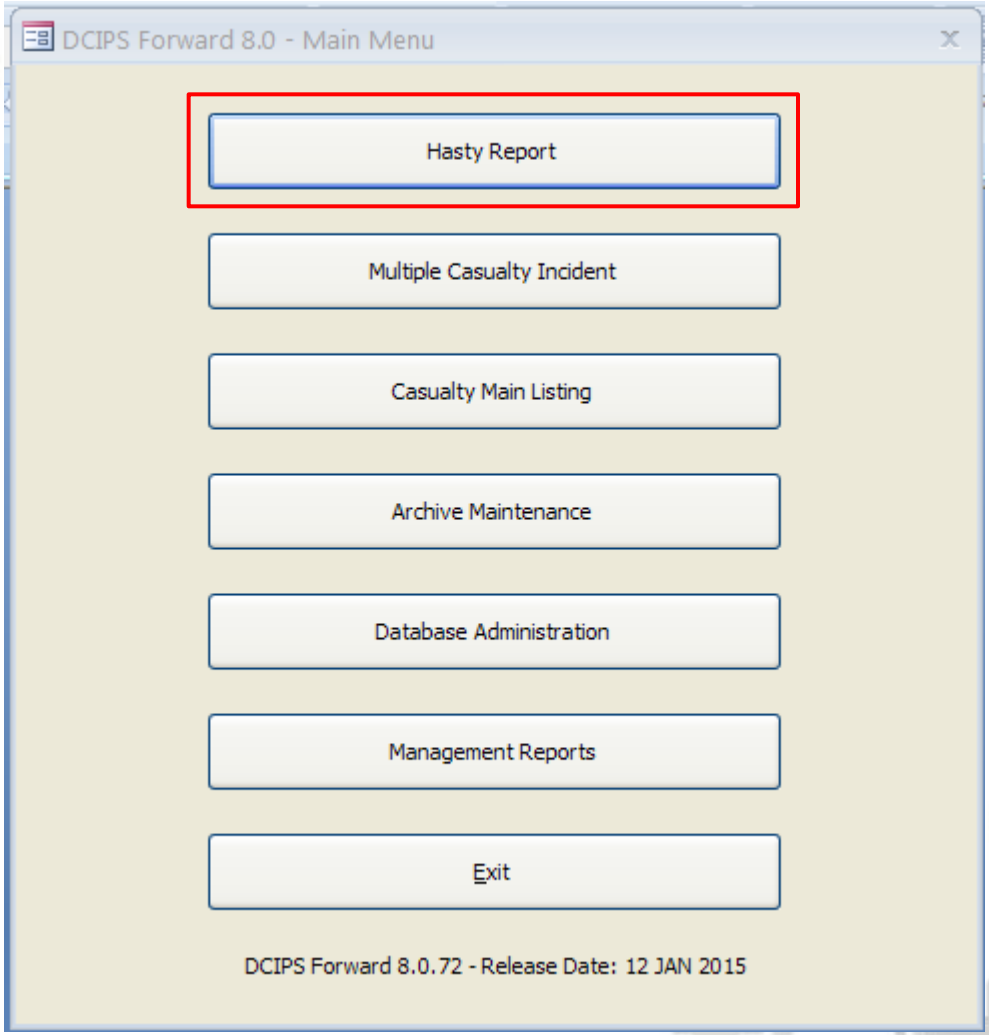
Q: DCIPS Casualty Forward (CF) is a _____ database.

A: Microsoft Access

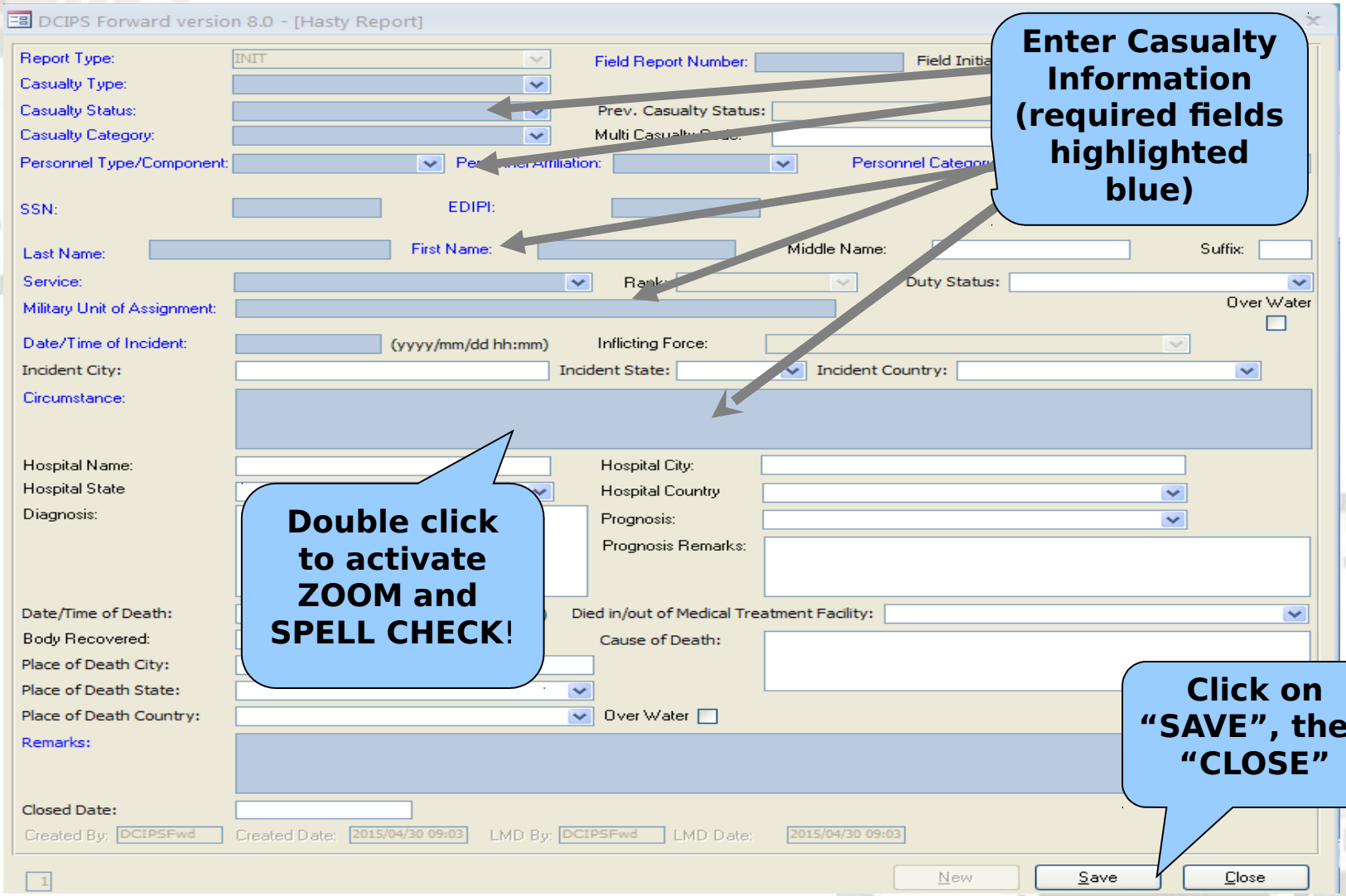
Q: Which of the three DCIPS systems is used by the Service headquarters to manage casualty cases?

A: DCIPS Casualty Management (CM).

Hasty Report Option

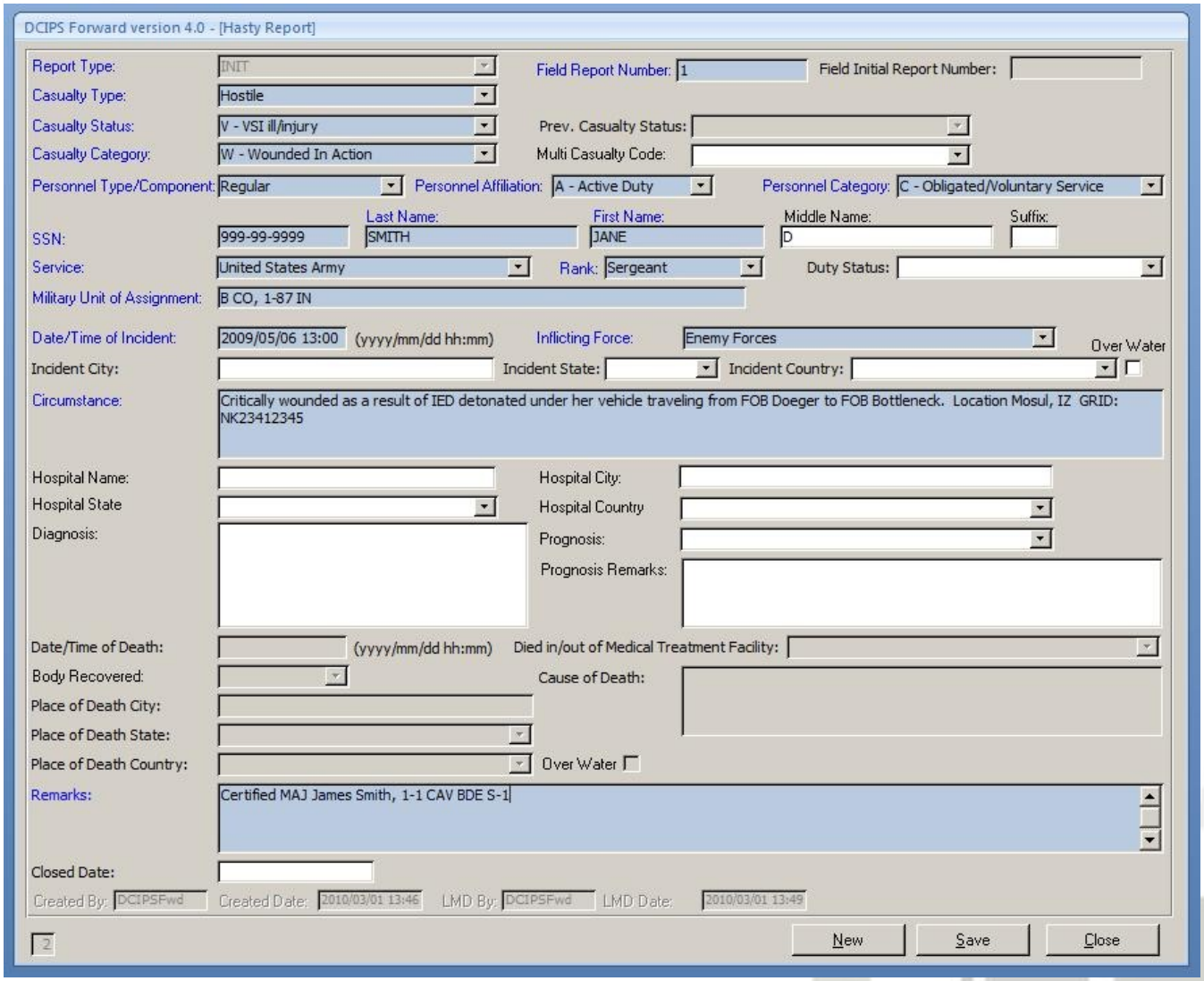


Hasty Report

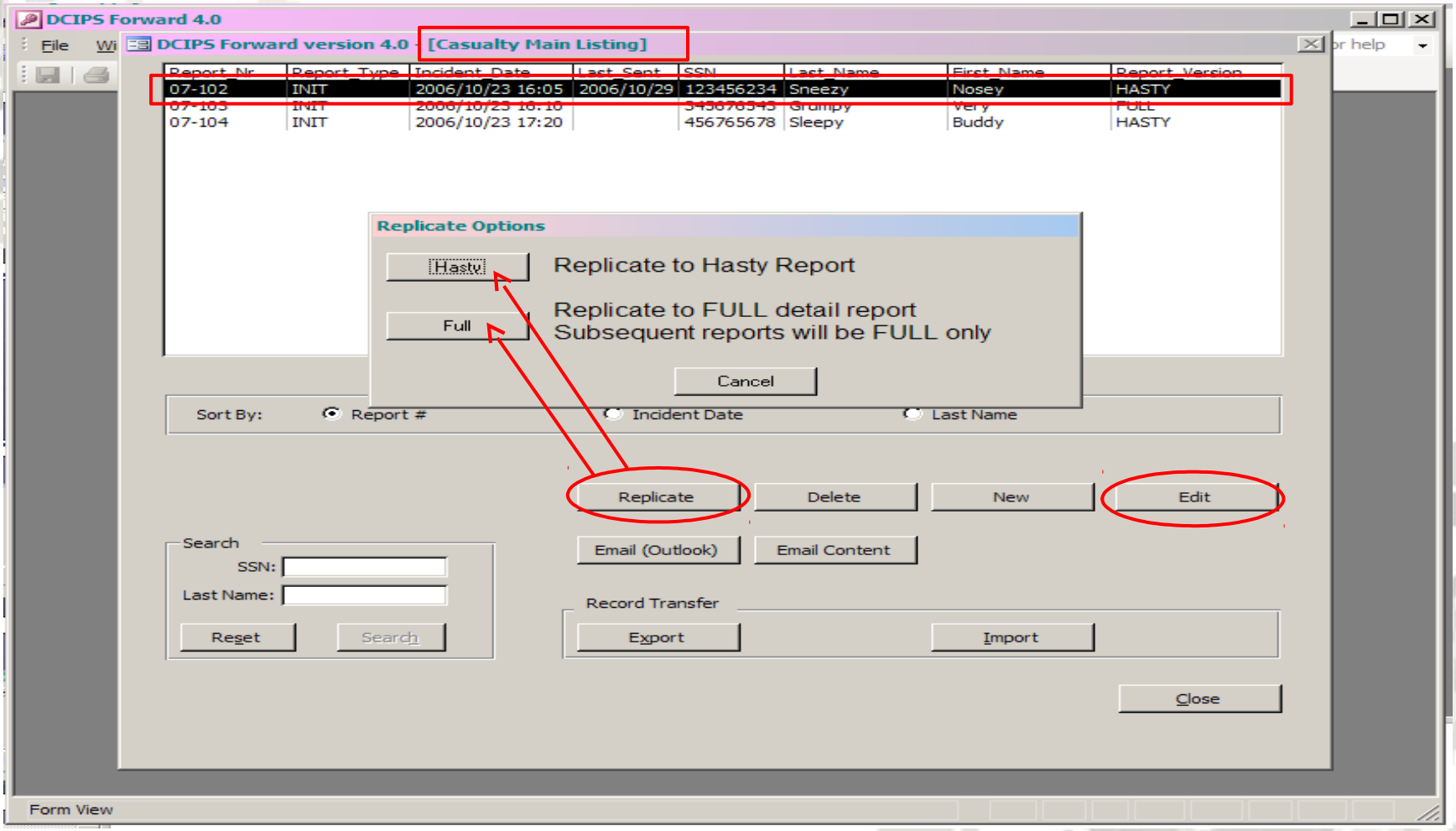


Light Blue = Required fields

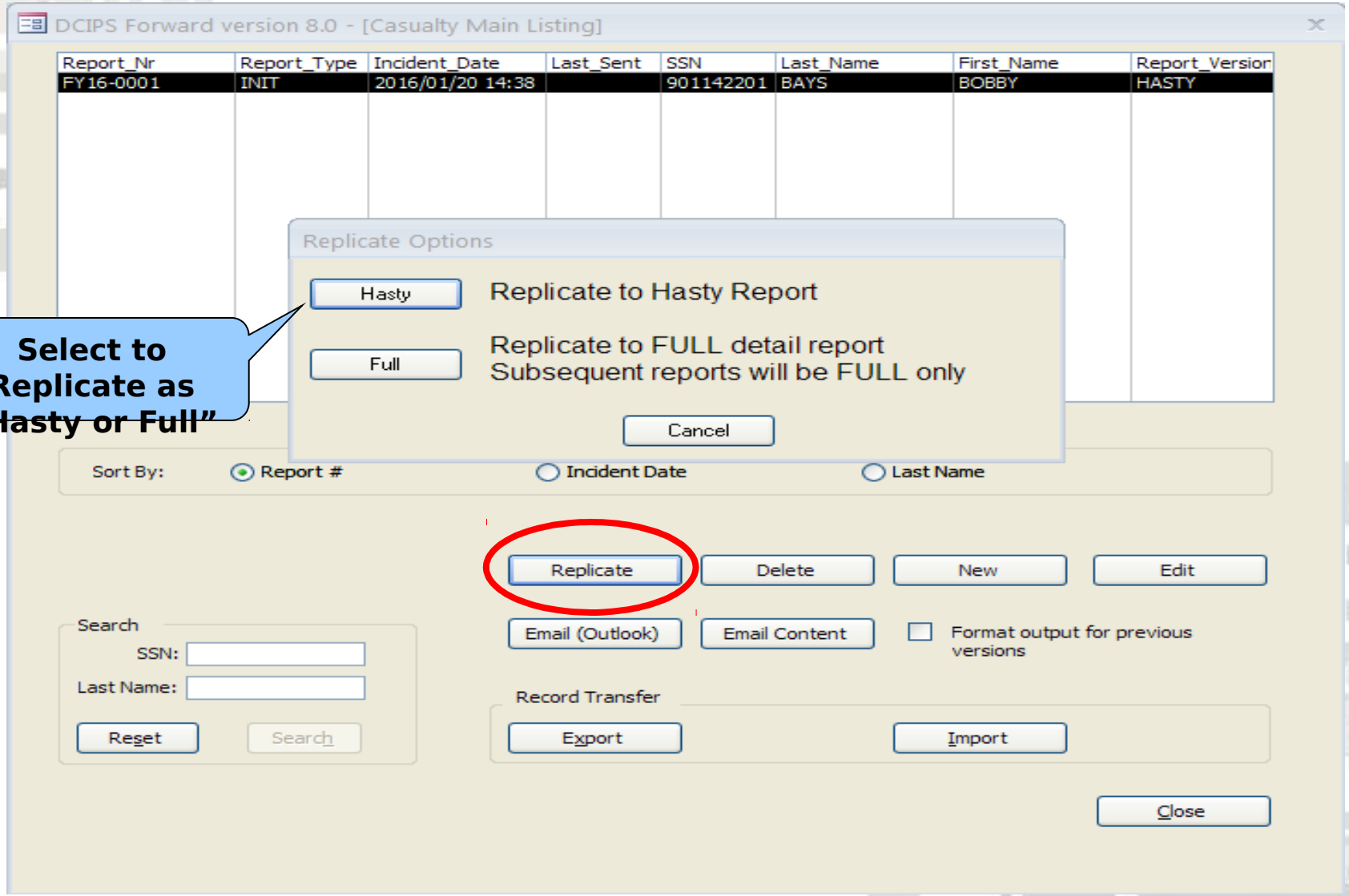
Completed Hasty Casualty Report (Sample)



Replication



Hasty Report – Replicate



Select to Replicate as "Hasty or Full"

Check on Learning

Q: Which casualty report contains only essential information about the casualty?

A: Hasty Casualty Report.

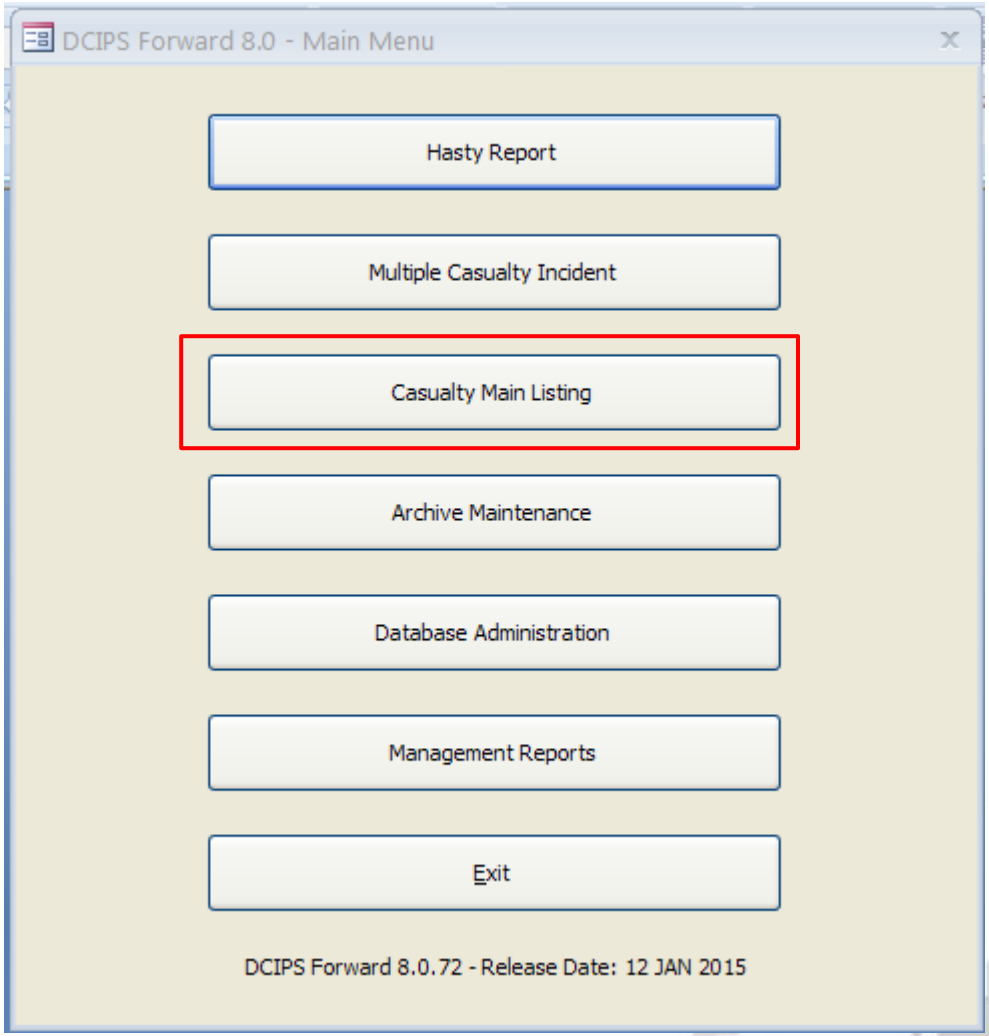
Q: What must be included in the “Remarks” data field of a Hasty Casualty Report?

A: Remarks must contain who prepared the report (DA Form 1156) and field grade officer review (name and position).

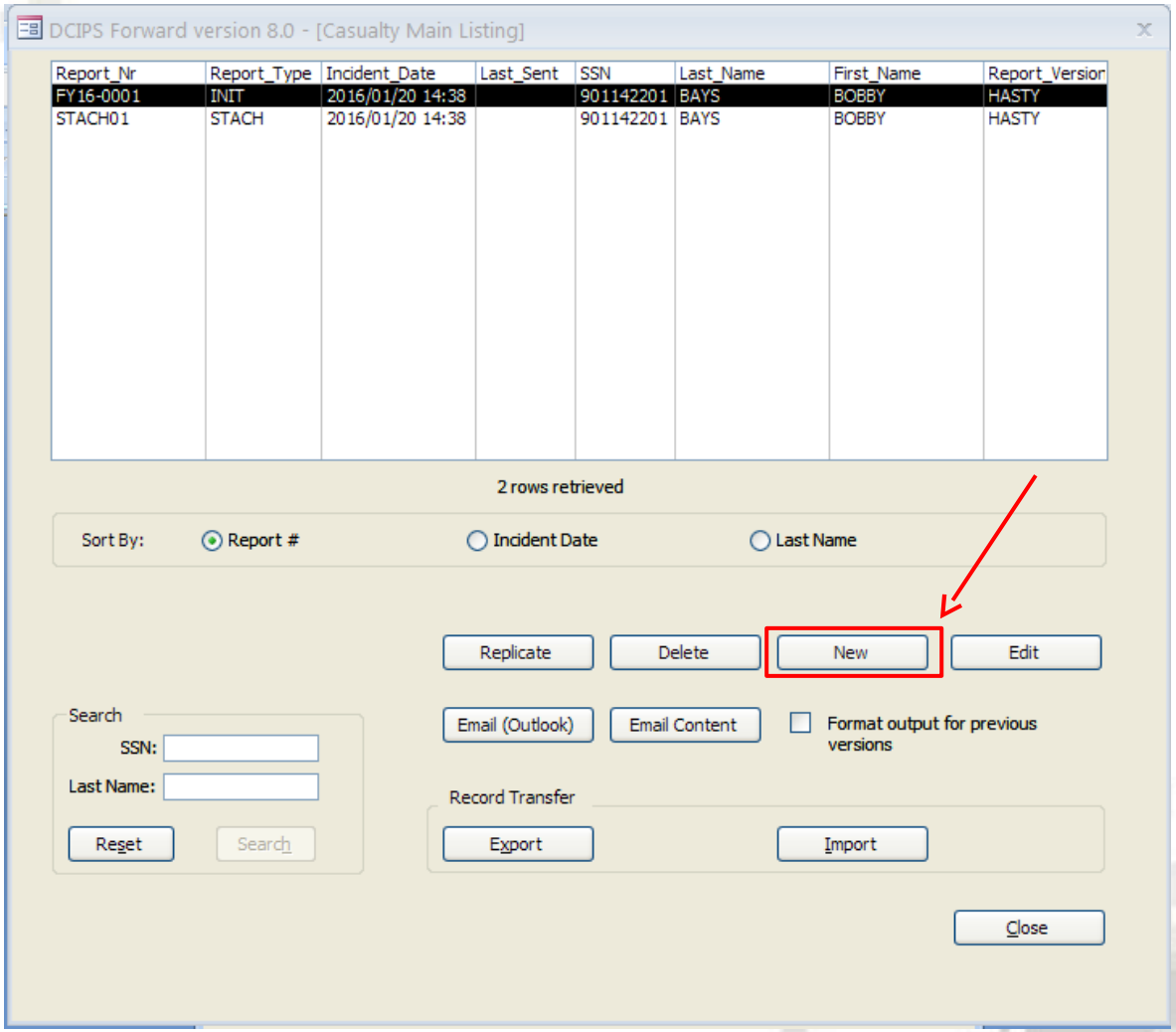
Q: Which function allows the user to create new supplemental, status change, or progress reports for a casualty?

A: Replication.

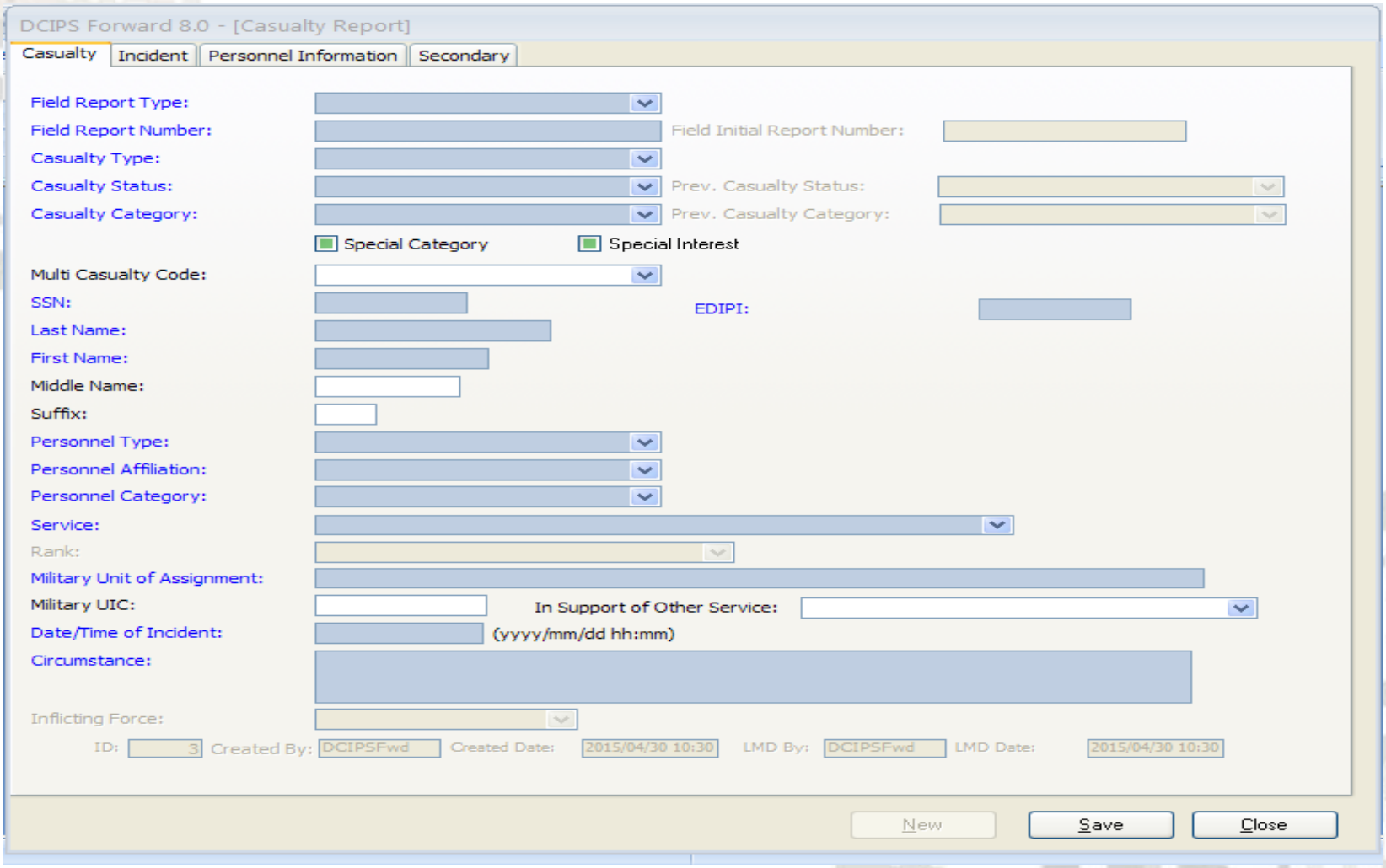
Casualty Main Listing Option



Create “New” Report

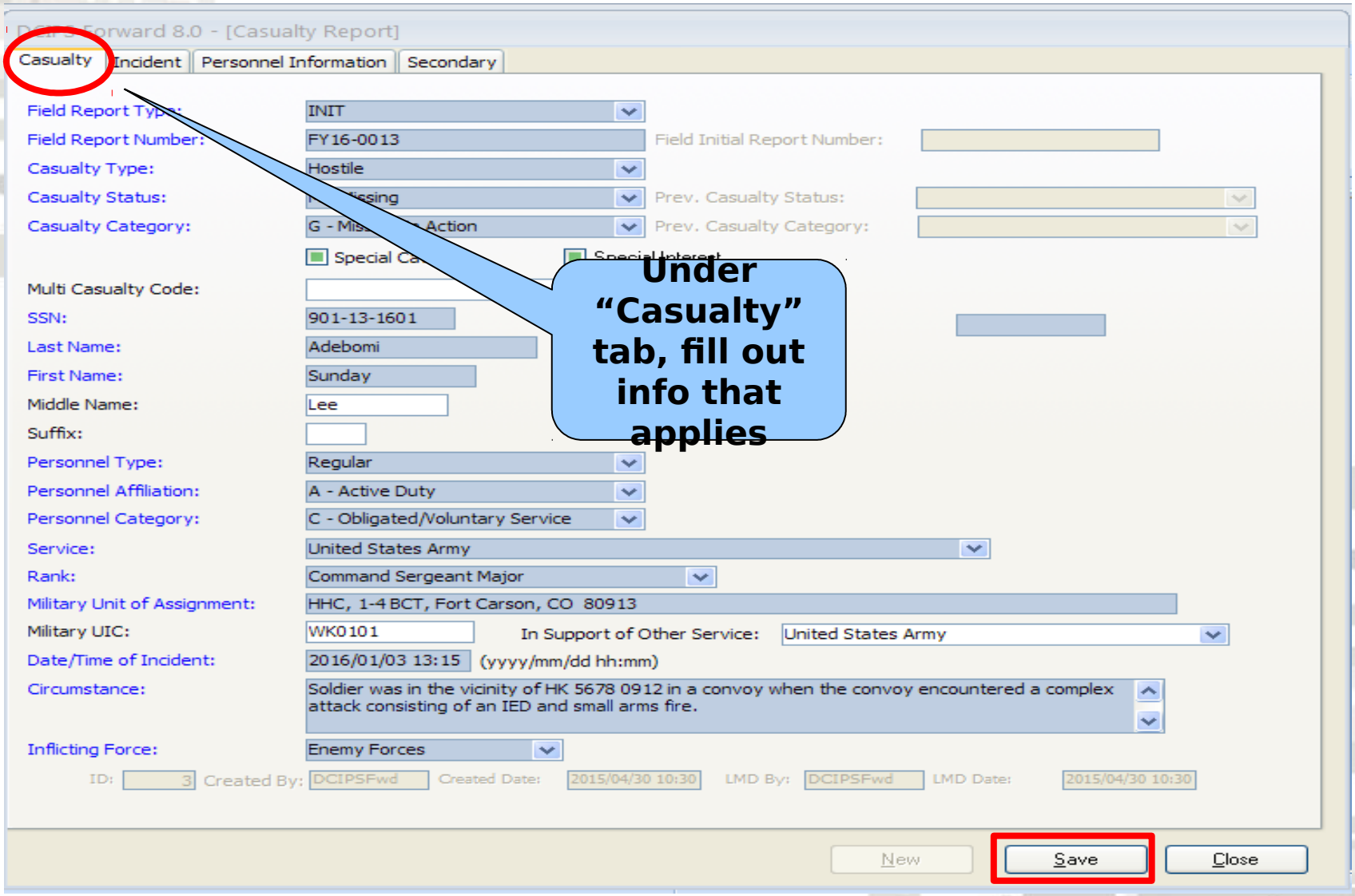


Full Report Format

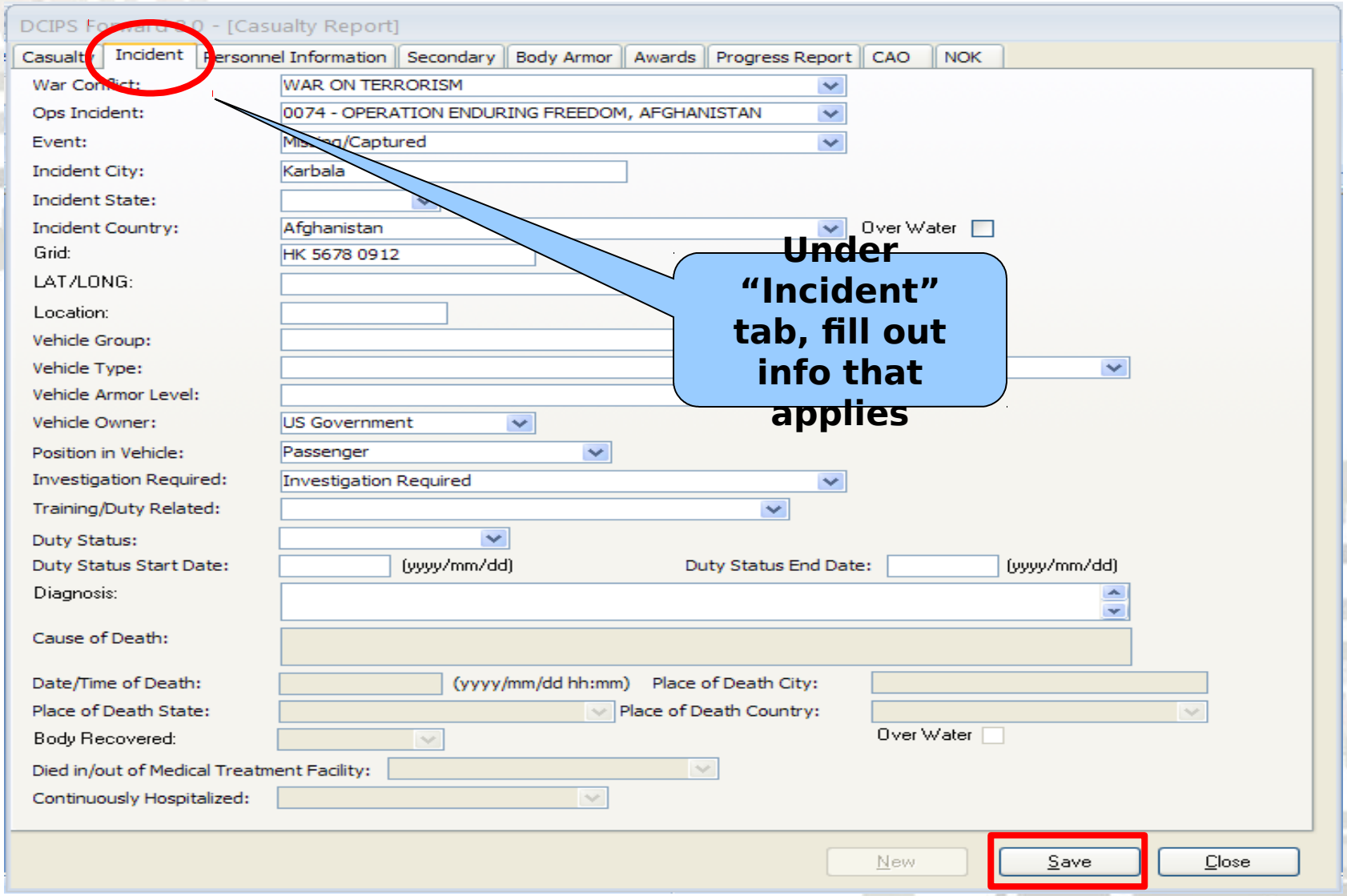


Light Blue = Required fields

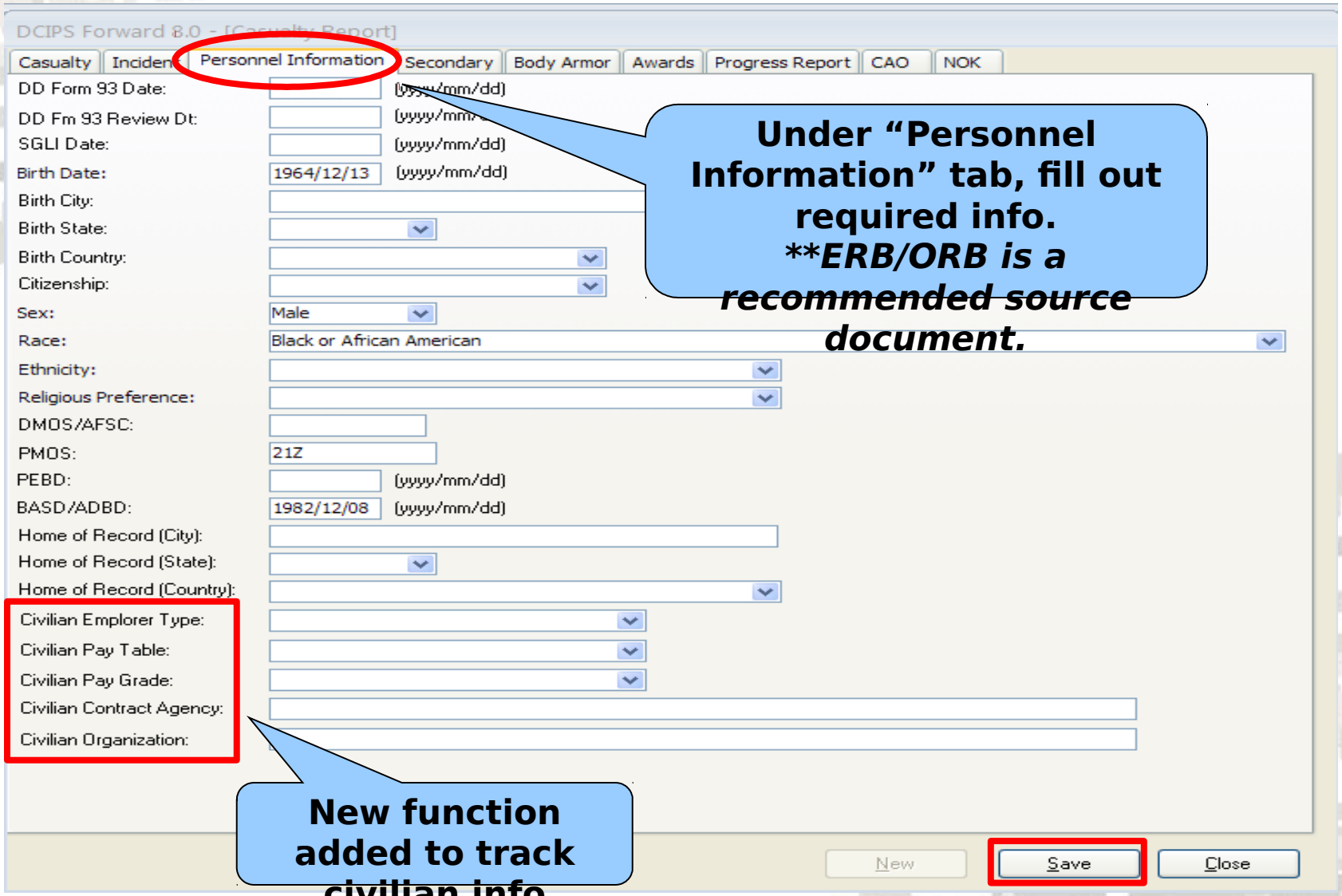
View Casualty Tab



View Incident Tab



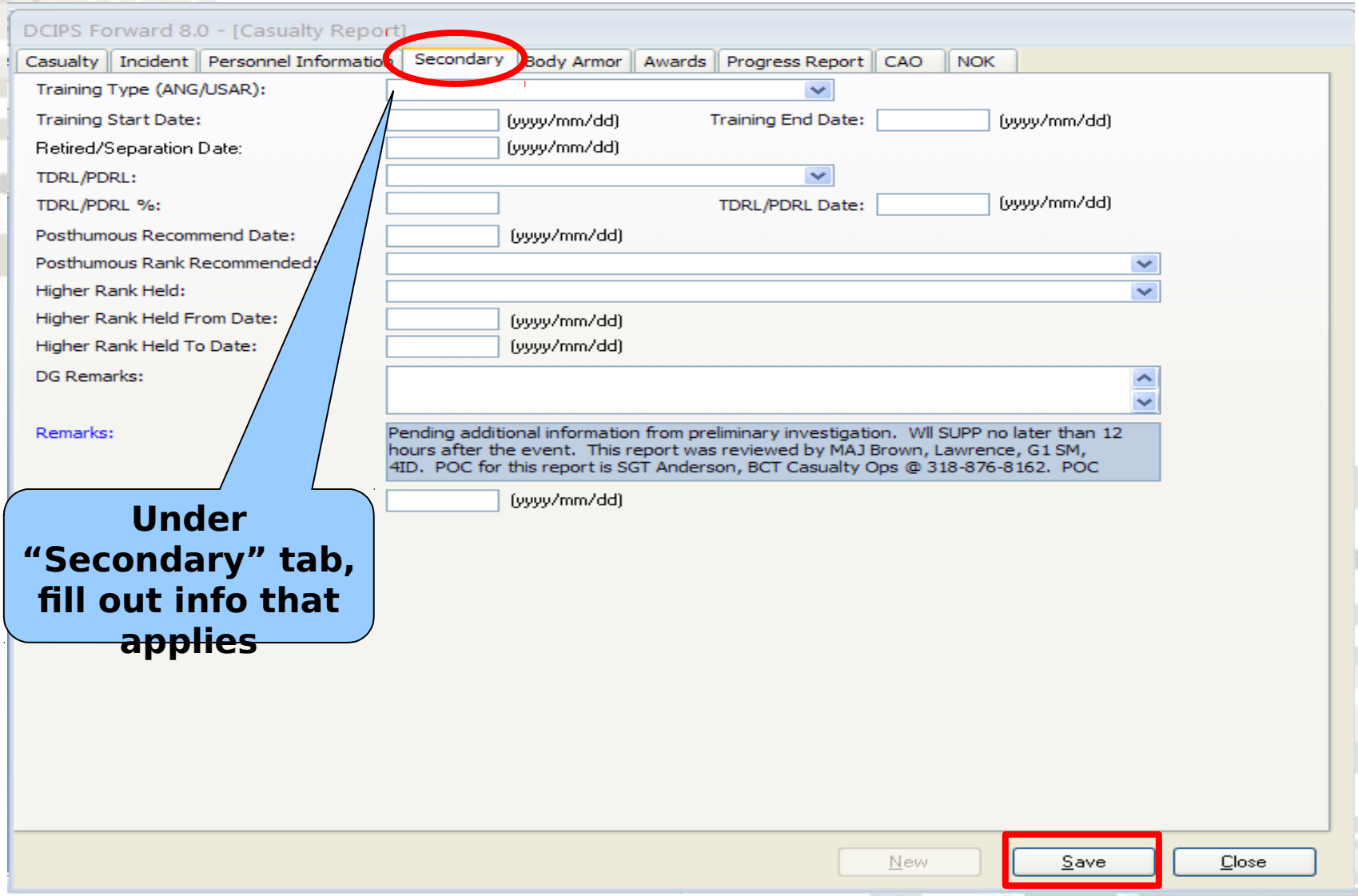
View Personnel Information Tab



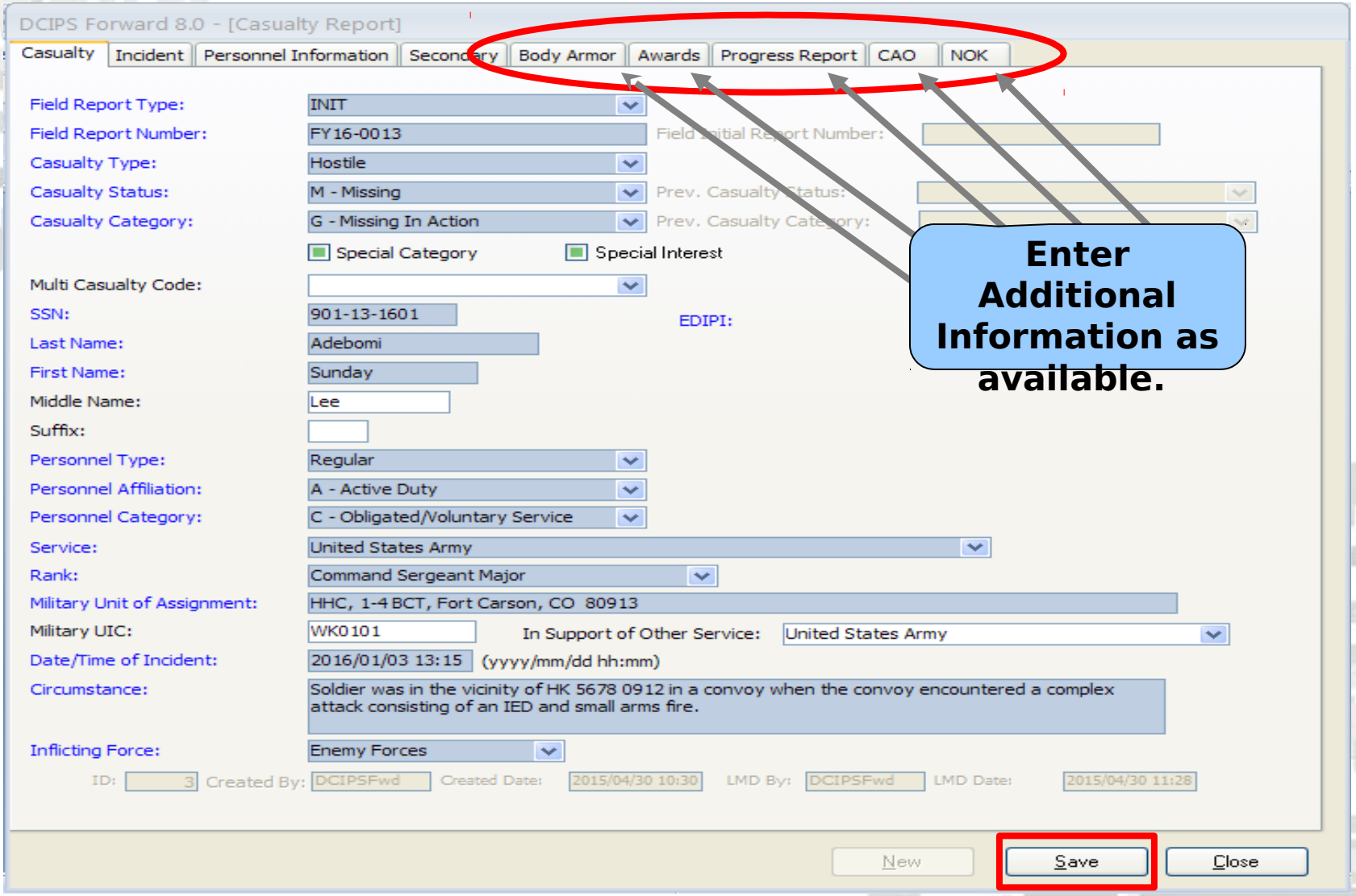
Under "Personnel Information" tab, fill out required info.
*****ERB/ORB is a recommended source document.***

New function added to track civilian info

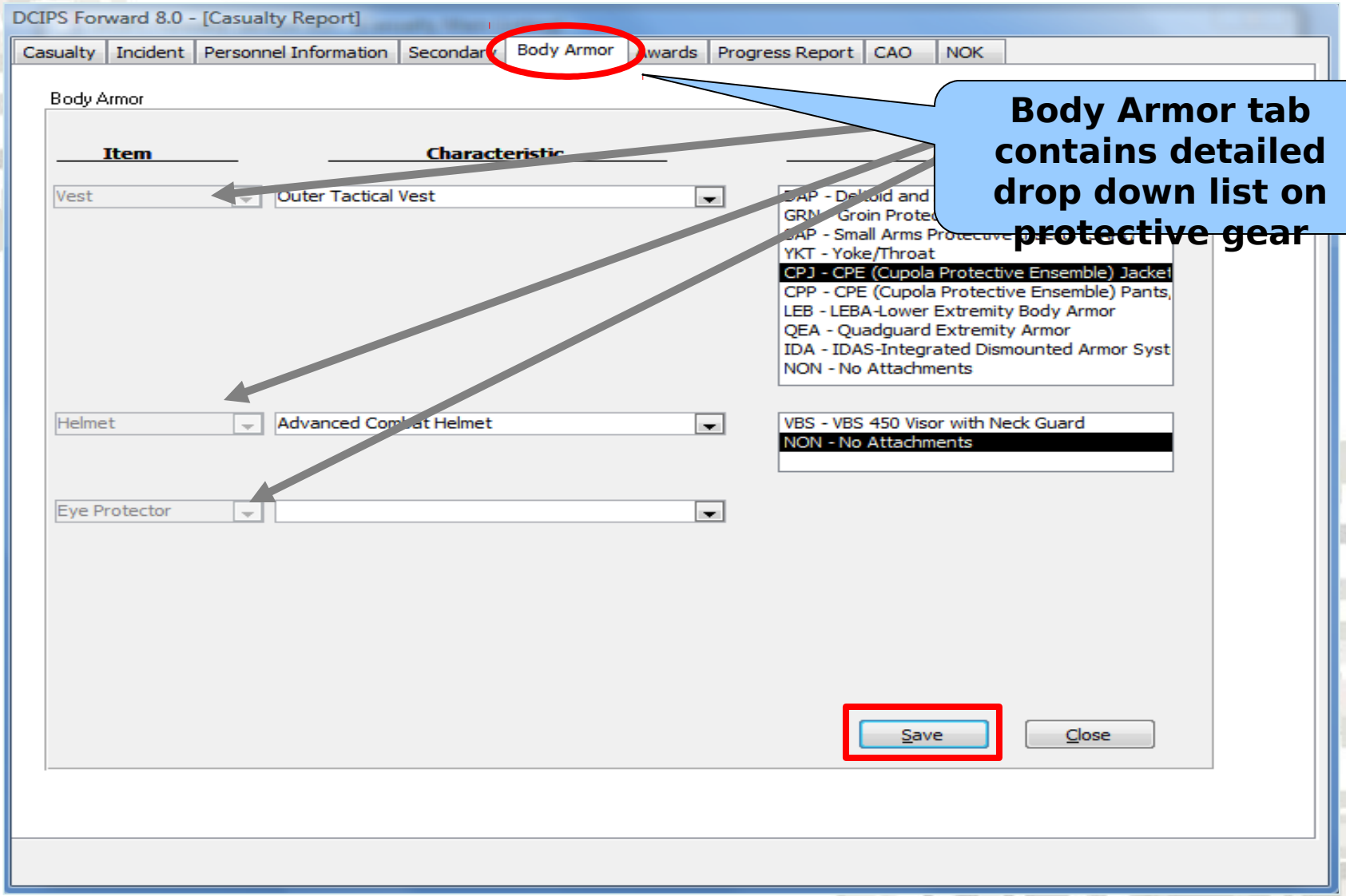
View Secondary Tab



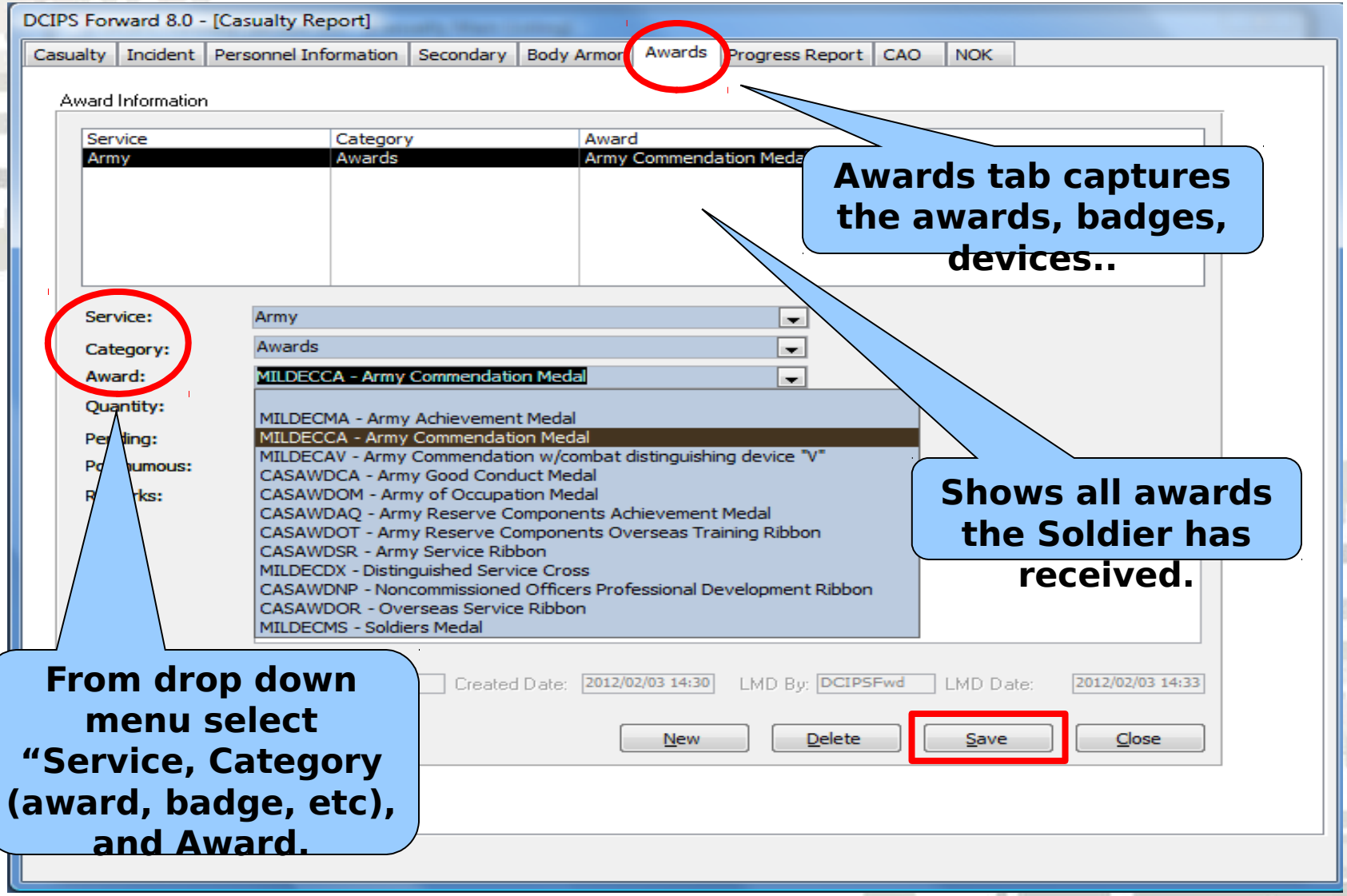
View Additional Tabs



View Body Armor Tab



View Awards Tab

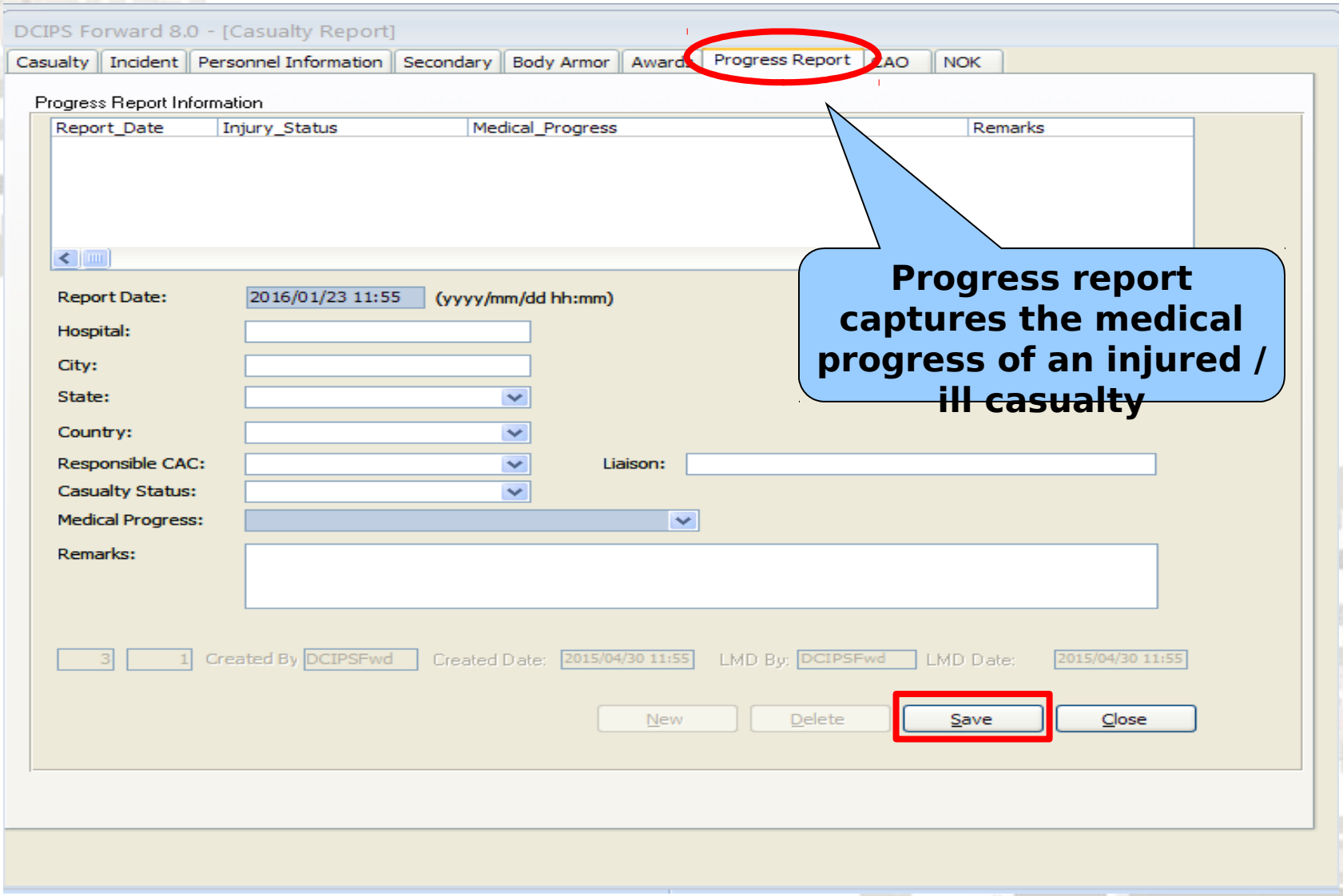


Awards tab captures the awards, badges, devices..

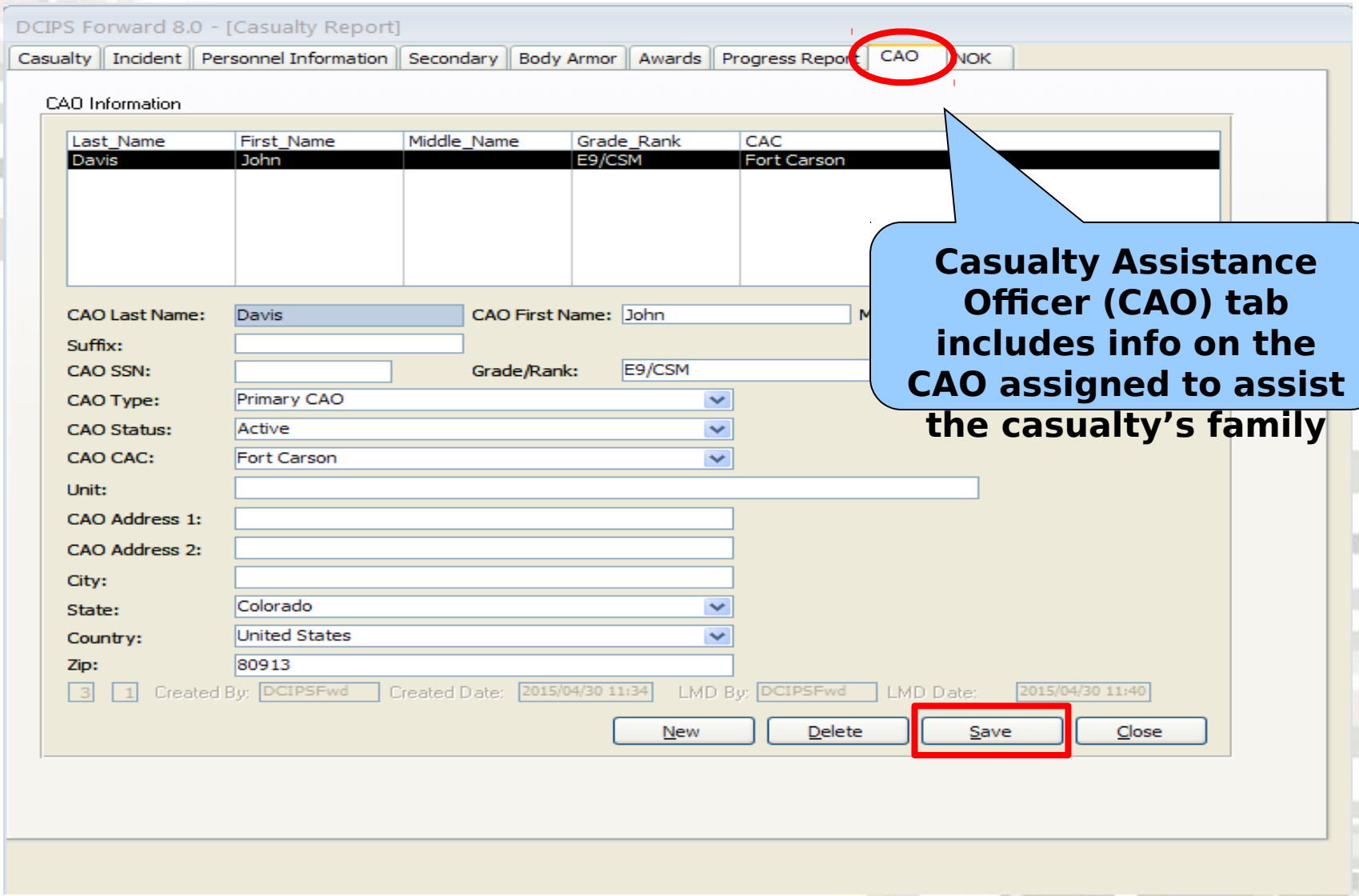
Shows all awards the Soldier has received.

From drop down menu select "Service, Category (award, badge, etc), and Award.

View Progress Report Tab

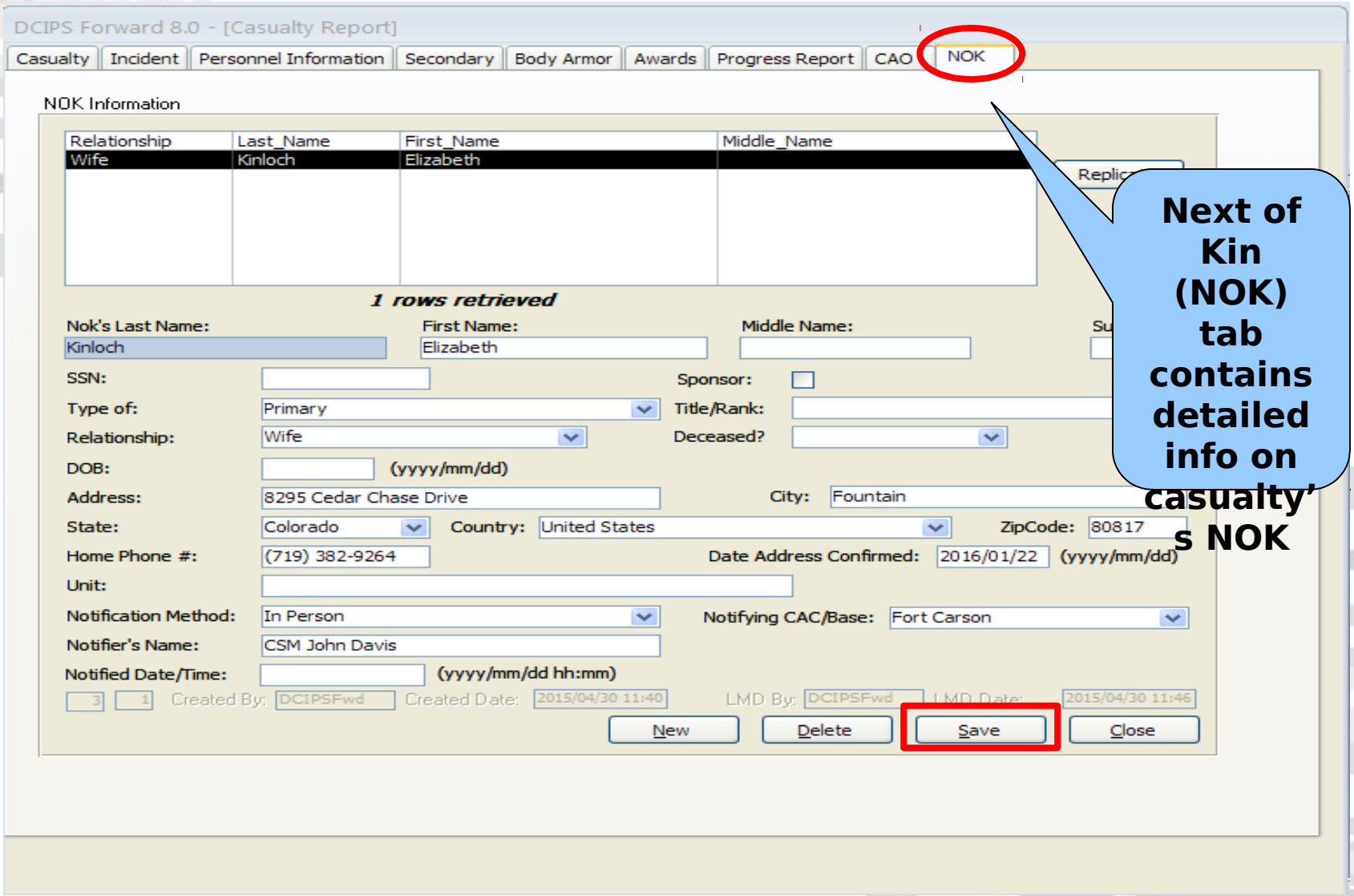


View Casualty Assistance Officer (CAO) Tab



Casualty Assistance Officer (CAO) tab includes info on the CAO assigned to assist the casualty's family

View Next of Kin (NOK) Tab



Check on Learning

Q: Give two examples of information which a Full Casualty Report contains that a Hasty Casualty Report does not.

A: Personnel data, Awards, Progress reports, Casualty Assistance Officer (CAO), and Next of Kin (NOK) data).

Q: What is a great source document to use for entering personnel information data?

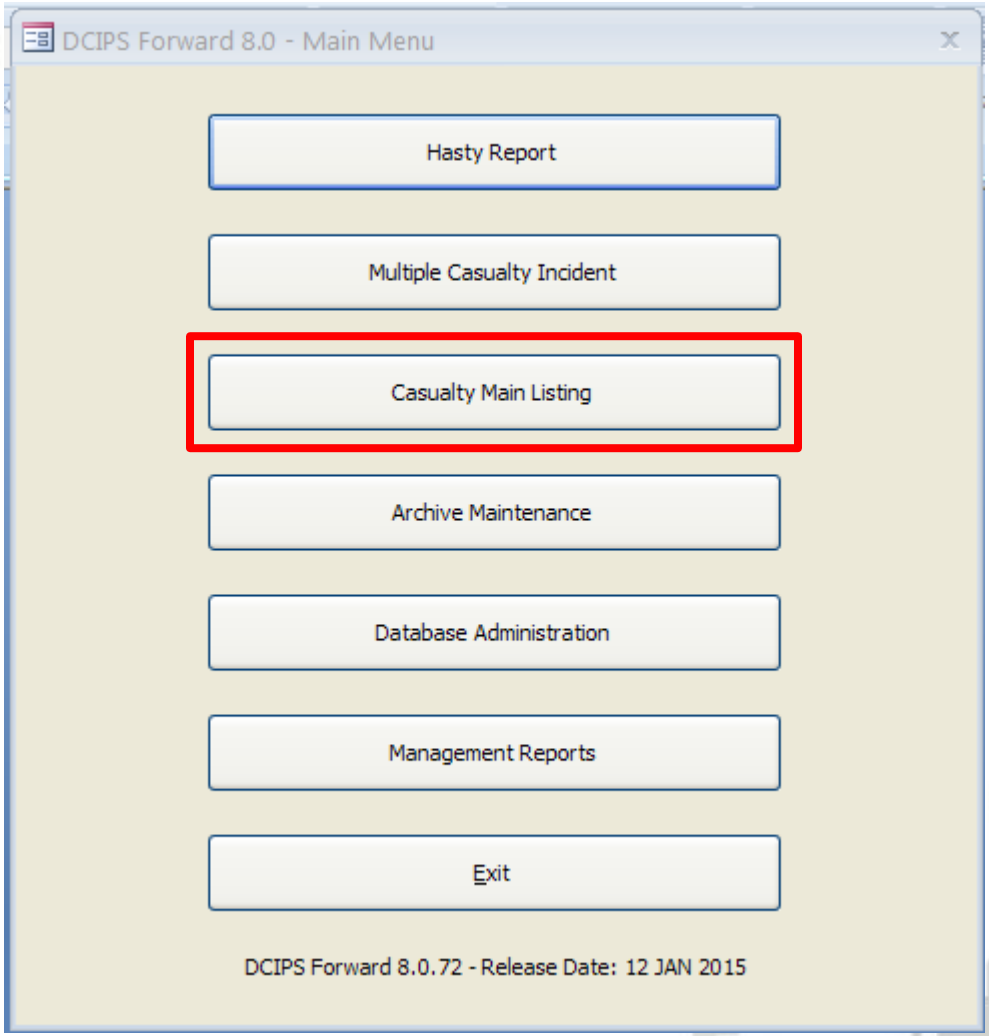
A: ORB/ERB or DA Form 2-1.

Q: After saving information entered on the “Secondary Tab”, what additional tabs appear?

A: Body Armor, Awards, Progress Report, CAO, and NOK.

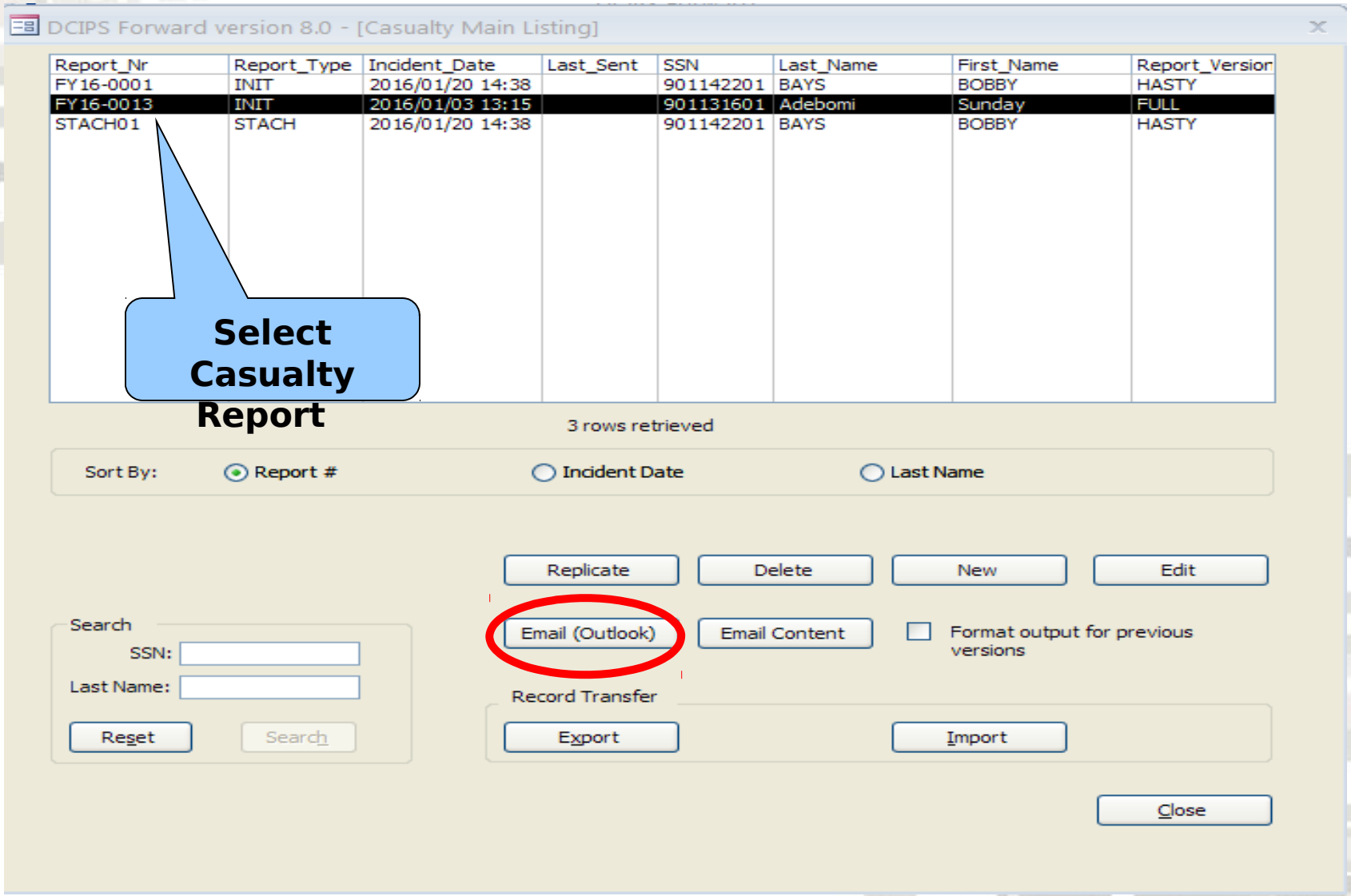
Emailing Casualty Reports

(1 of 3)



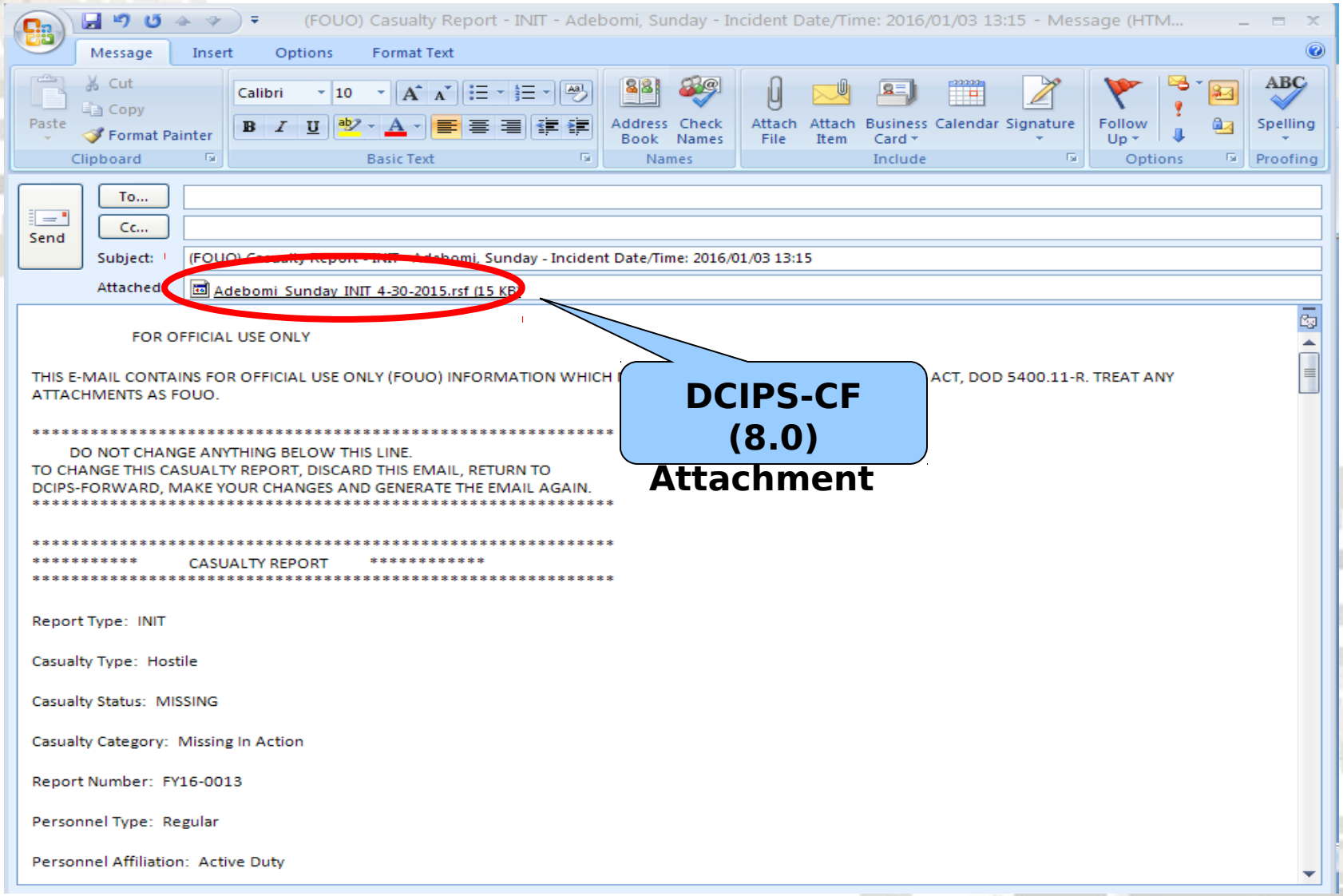
Emailing Casualty Reports

(2 of 3)

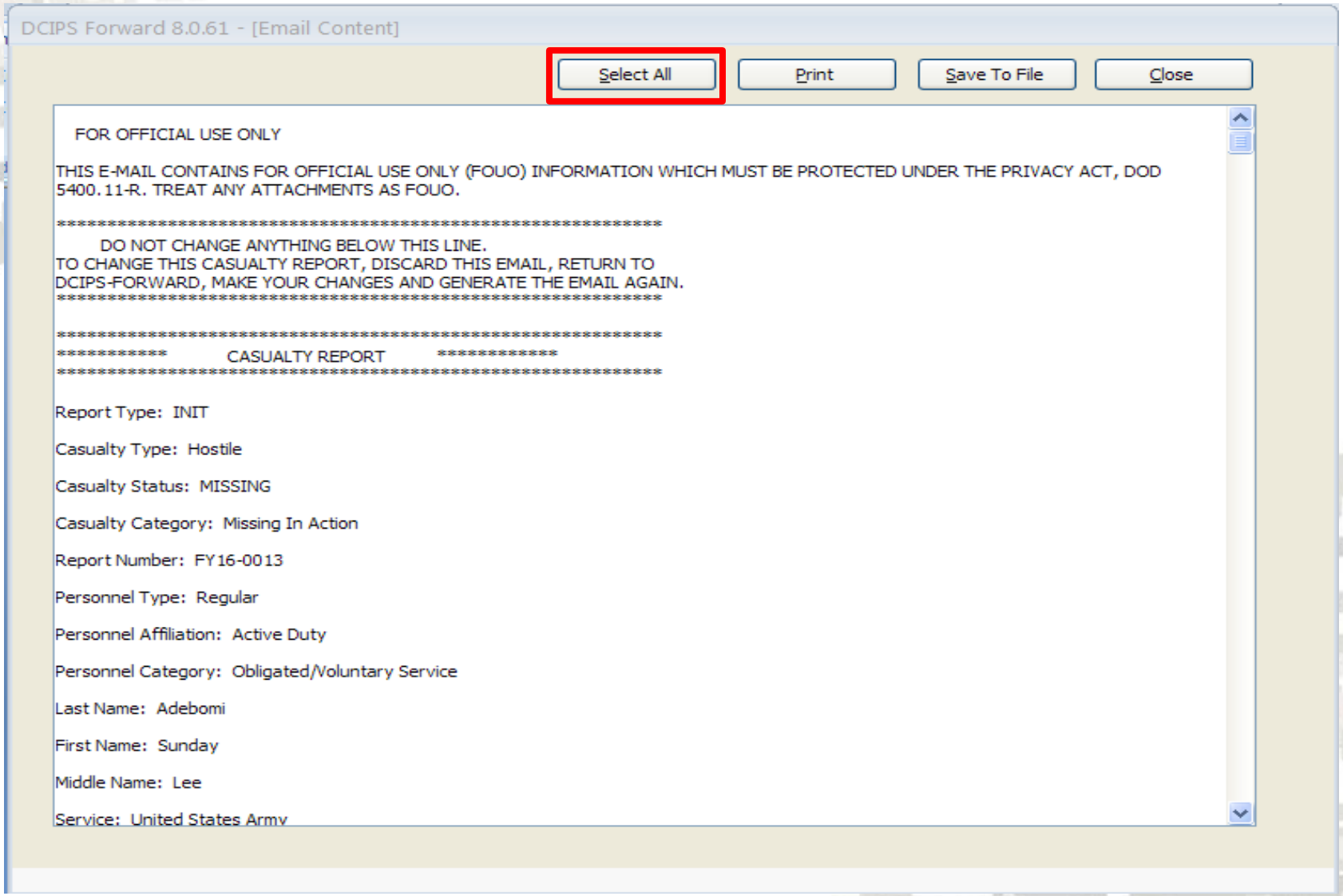


Emailing Casualty Reports

(3 of 3)



Create Email Content


DCIPS Forward 8.0.61 - [Email Content]
Select All
Print
Save To File
Close
FOR OFFICIAL USE ONLY
THIS E-MAIL CONTAINS FOR OFFICIAL USE ONLY (FOUO) INFORMATION WHICH MUST BE PROTECTED UNDER THE PRIVACY ACT, DOD 5400.11-R. TREAT ANY ATTACHMENTS AS FOUO.
****
DO NOT CHANGE ANYTHING BELOW THIS LINE.
TO CHANGE THIS CASUALTY REPORT, DISCARD THIS EMAIL, RETURN TO DCIPS-FORWARD, MAKE YOUR CHANGES AND GENERATE THE EMAIL AGAIN.
****
****
********** CASUALTY REPORT **********
****
Report Type: INIT
Casualty Type: Hostile
Casualty Status: MISSING
Casualty Category: Missing In Action
Report Number: FY16-0013
Personnel Type: Regular
Personnel Affiliation: Active Duty
Personnel Category: Obligated/Voluntary Service
Last Name: Adebomi
First Name: Sunday
Middle Name: Lee
Service: United States Army

Check on Learning

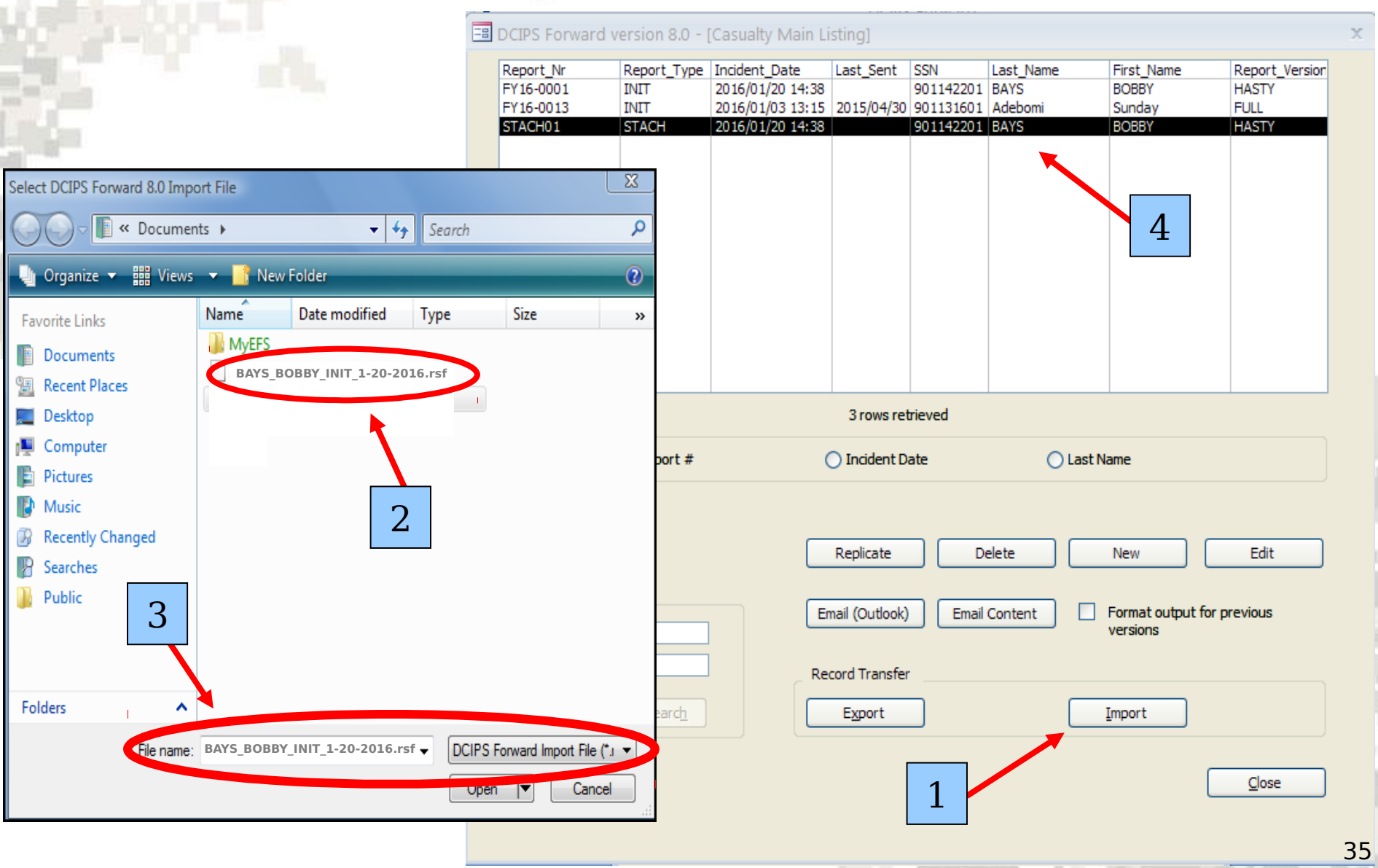
Q: DCIPS-Forward (DCIPS-CF) utilizes _____ to email casualty reports.

A: Microsoft Outlook

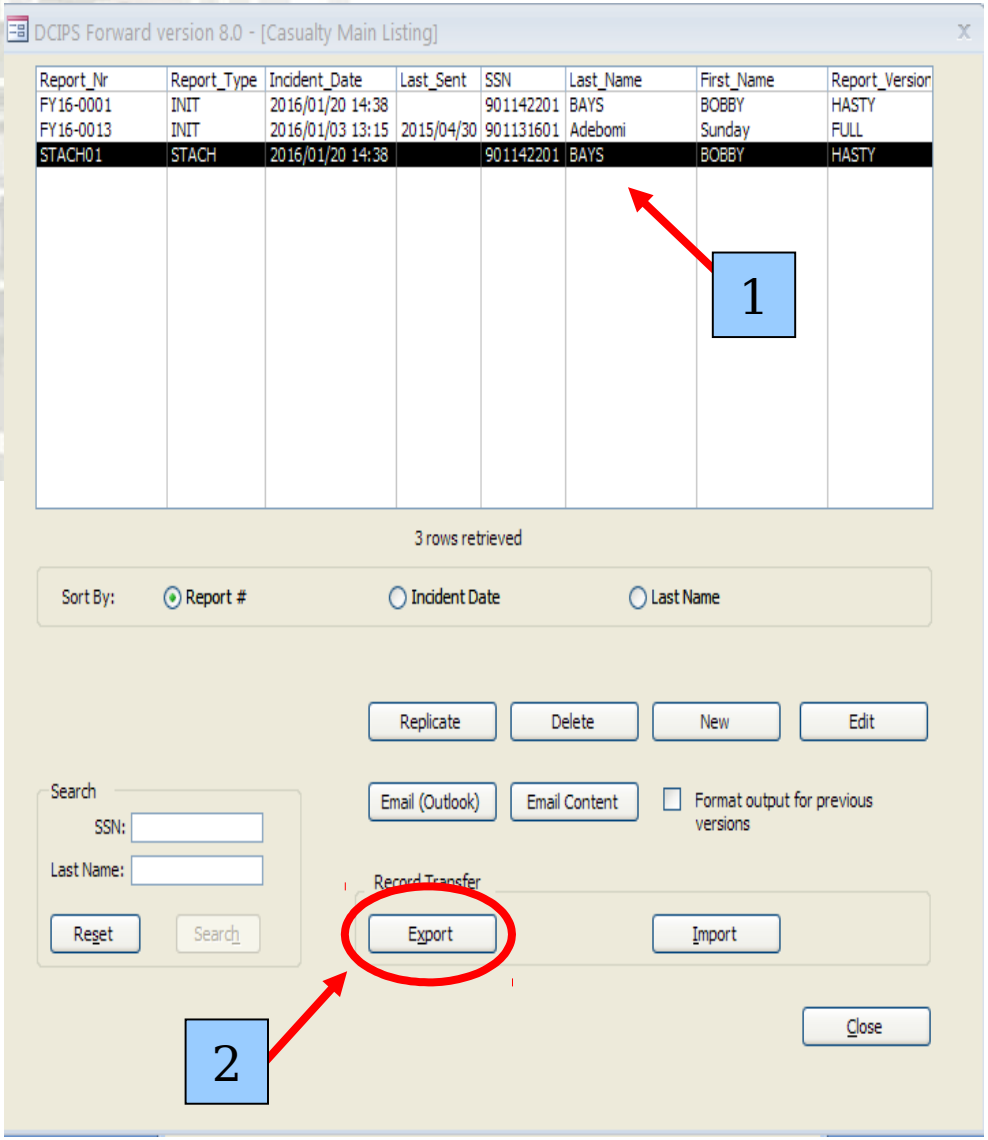
Q: Will DCIPS-Forward (DCIPS-CF) allow casualty reports to be emailed with missing required information”?

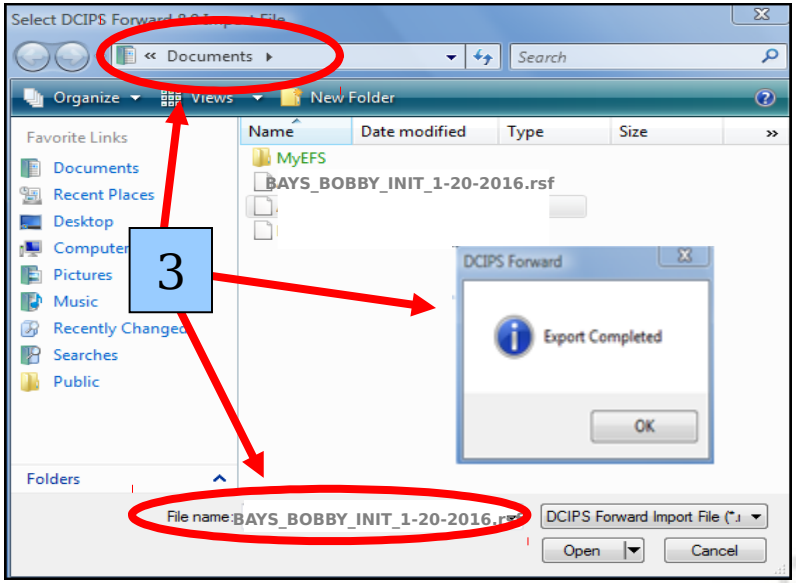
A: No, If all of the required casualty information is not entered, a message box will inform them to complete the missing information.

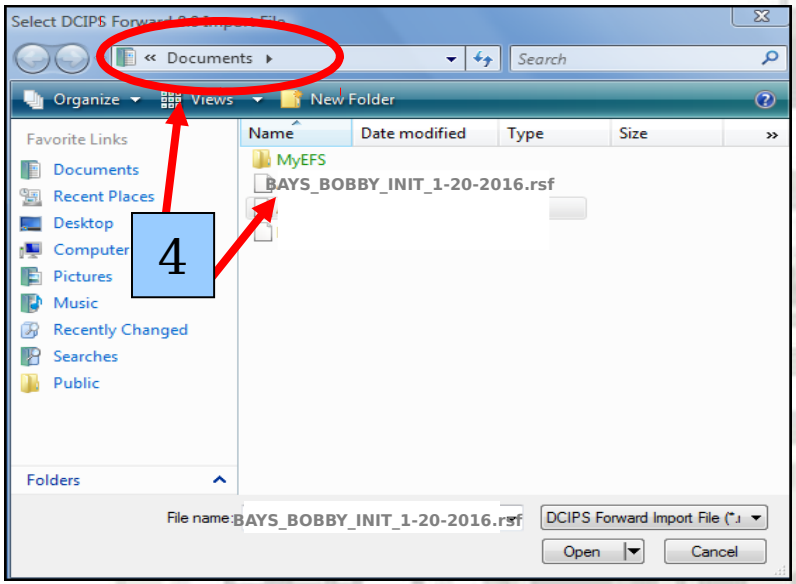
Importing a Casualty Report



Exporting a Casualty Report


DCIPS Forward version 8.0 - [Casualty Main Listing]
Report_Nr | Report_Type | Incident_Date | Last_Sent | SSN | Last_Name | First_Name | Report_Version
FY16-0001 | INIT | 2016/01/20 14:38 | | 901142201 | BAYS | BOBBY | HASTY
FY16-0013 | INIT | 2016/01/03 13:15 | 2015/04/30 | 901131601 | Adebomi | Sunday | FULL
STACH01 | STACH | 2016/01/20 14:38 | | 901142201 | BAYS | BOBBY | HASTY
1
3 rows retrieved
Sort By: Report # Incident Date Last Name
Replicate
Delete
New
Edit
Search
SSN:
Last Name:
Reset
Search
Email (Outlook)
Email Content
Format output for previous versions
Record Transfer
Export
Import
Close
2





Check on Learning

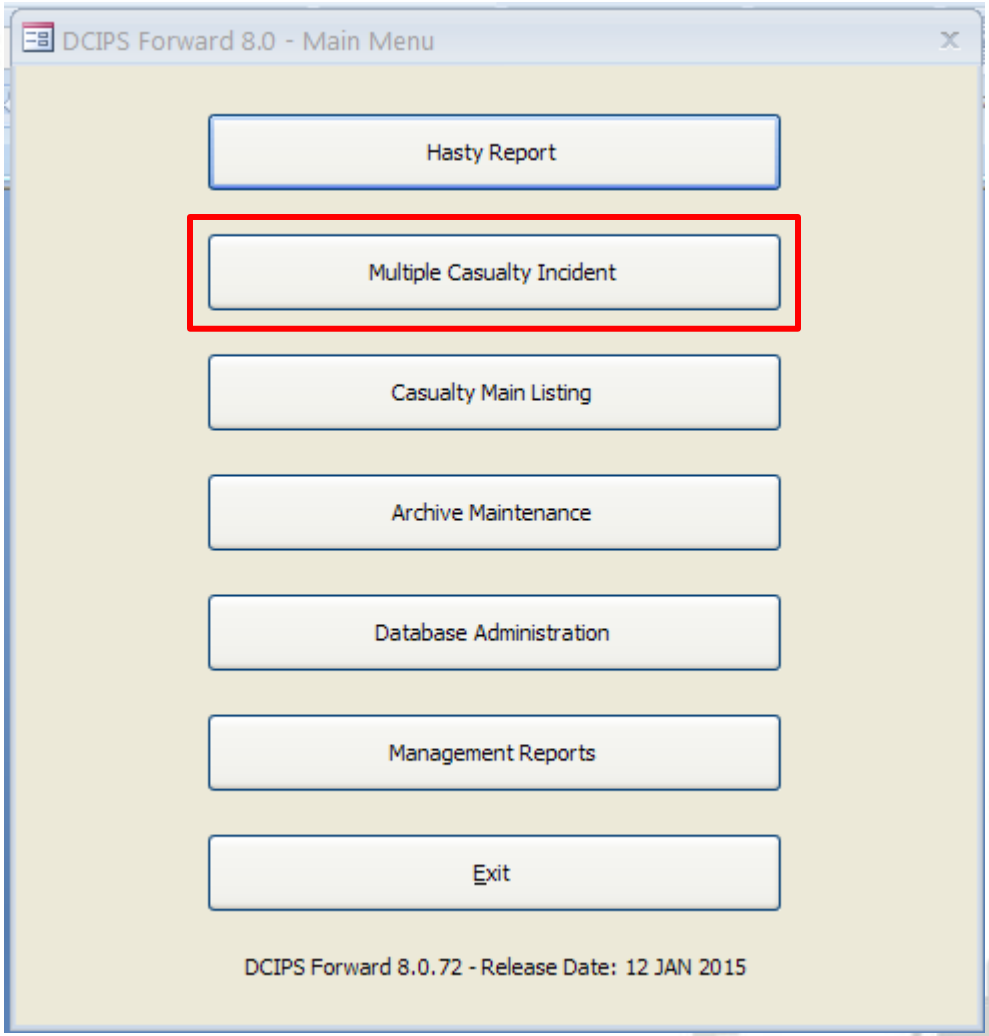
Q: The Export function of DCIPS-Forward (DCIPS-CF) creates a ____ ____for use in other DCIPS systems such as DCIPS-CR or DCIPS-CM.

A: text file

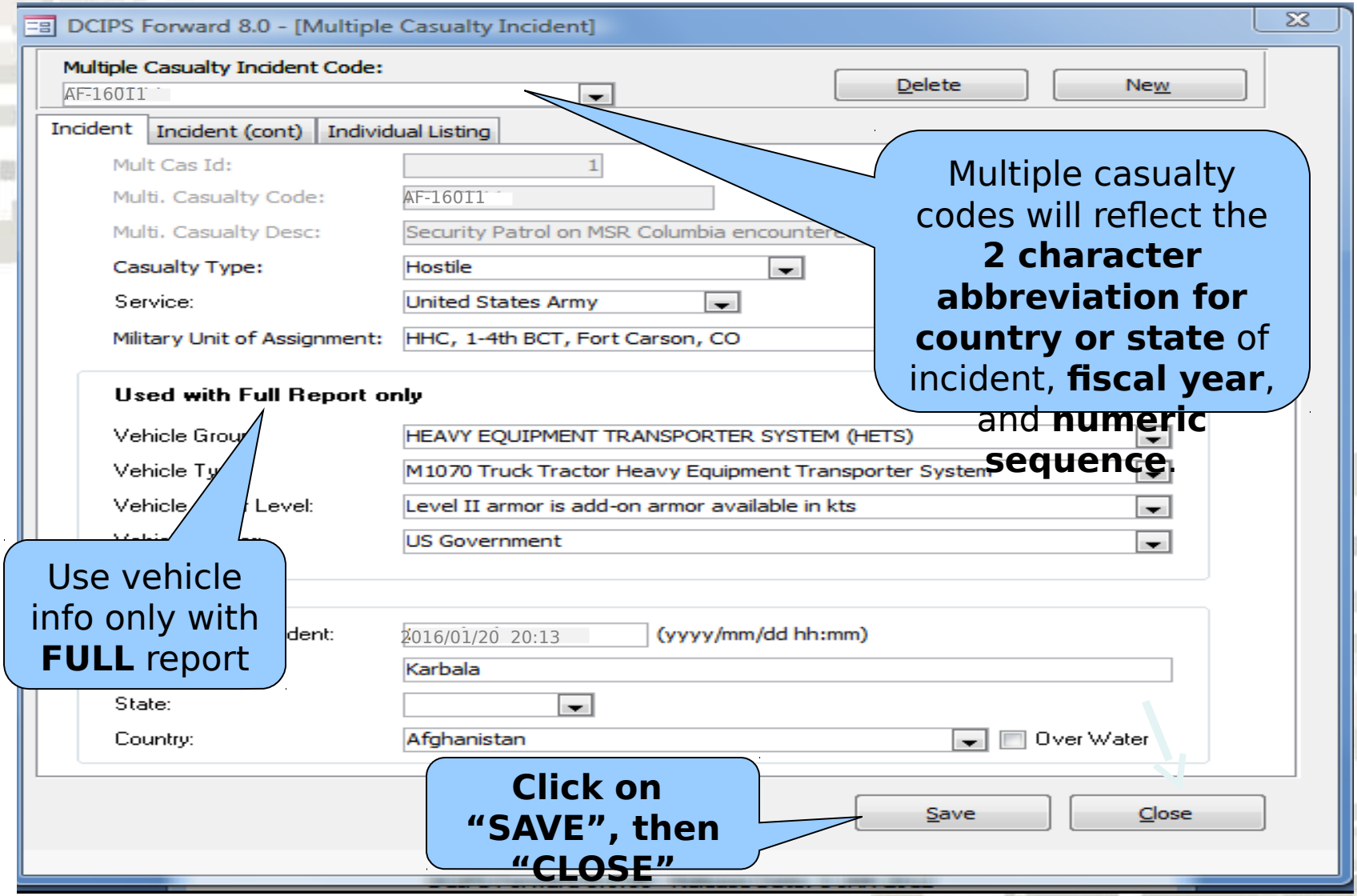
Q: Should one attempt to change the data on the text file?

A: No, doing so may cause data corruption when you import the file to another application.

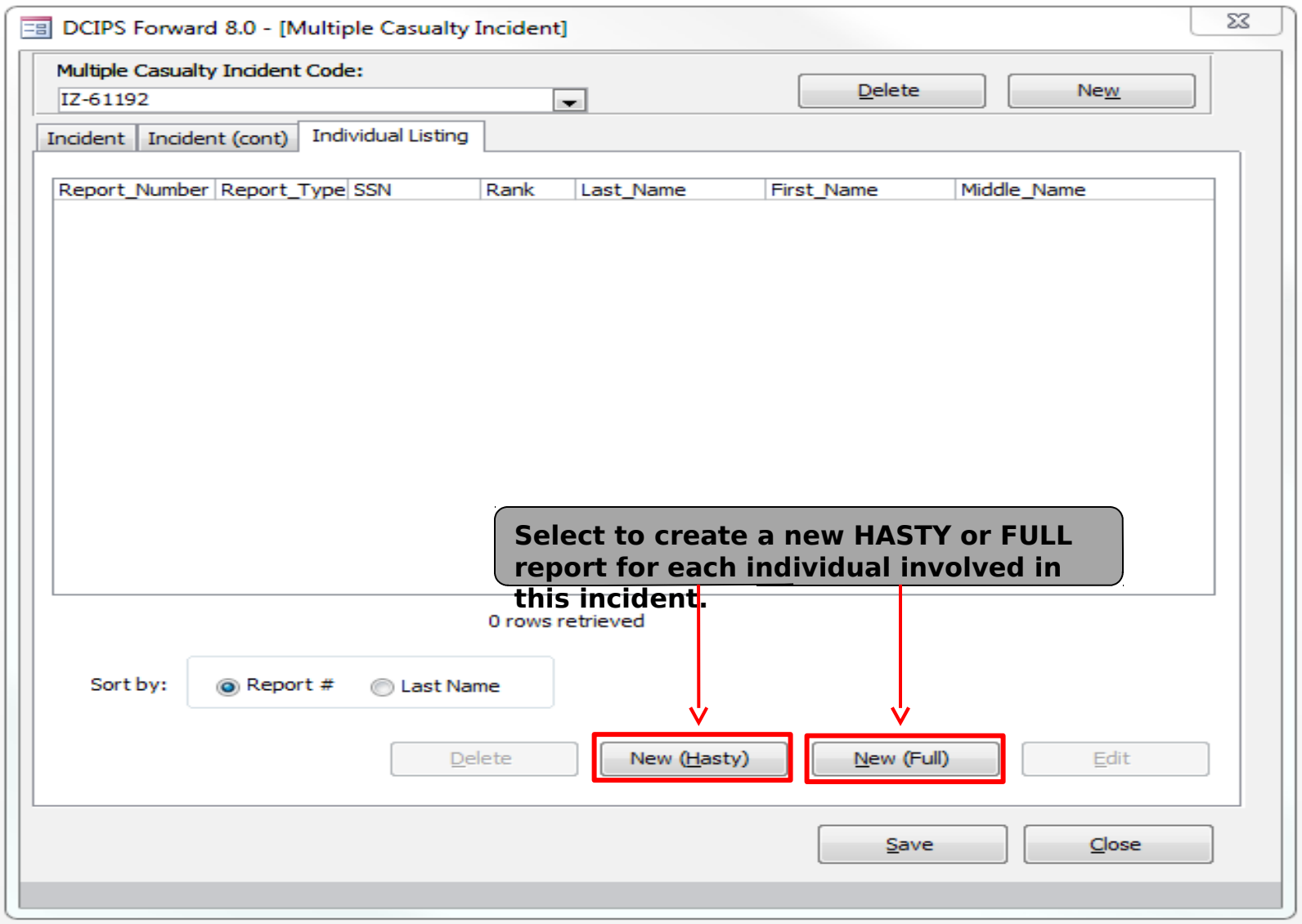
Multiple Casualty Incident Option



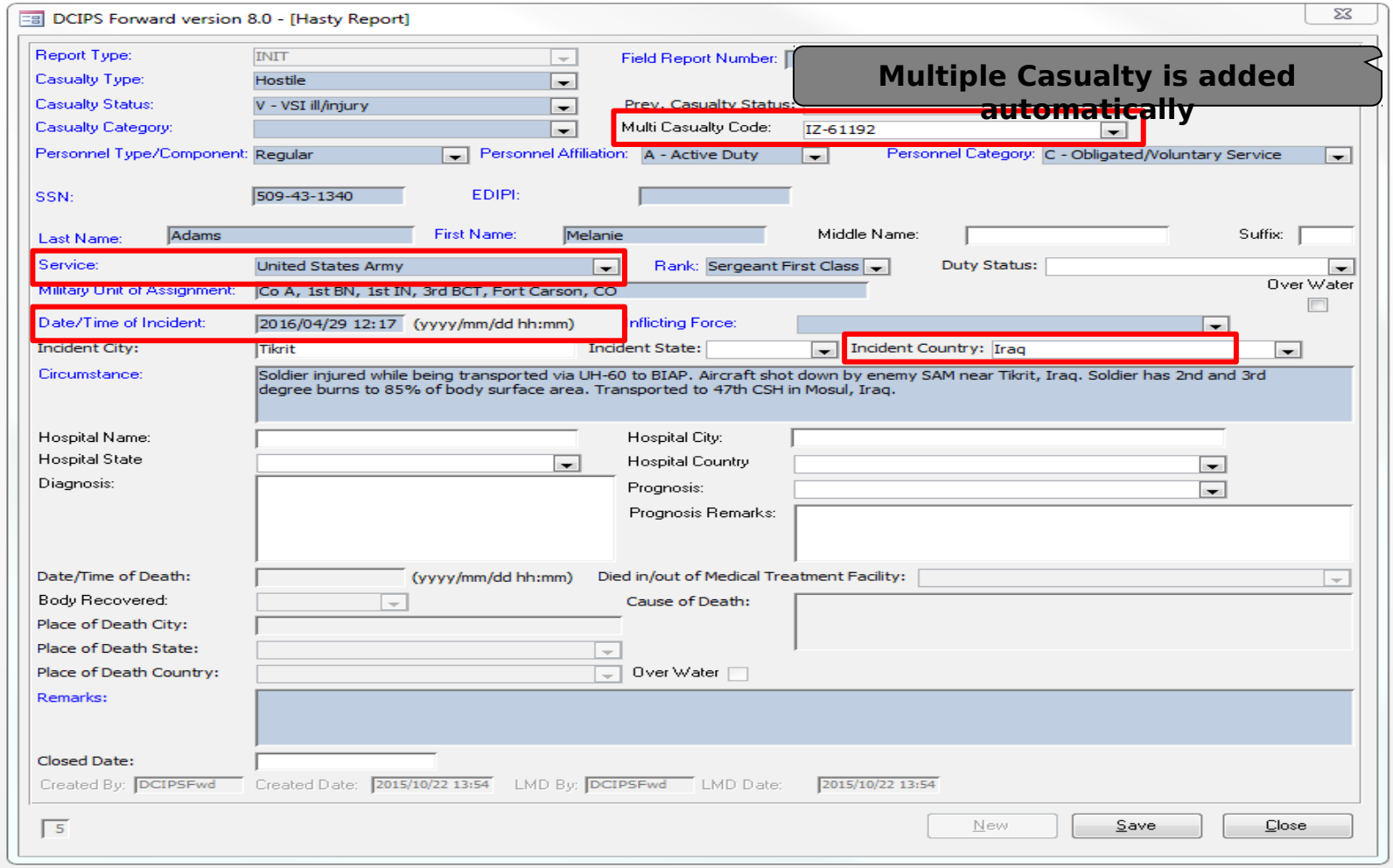
Multiple Casualty Incidents



Assign a Casualty to a Multiple Casualty Incident



Pre-populated Data Fields in Multiple Casualty Incidents



Check on Learning

Q: Which “button” on the DCIPS Forward 8.0 Main Menu screen allows the user to create and edit incident information that is applied to multiple casualty reports?
A: Multiple Casualty Incident.

Q: What is reflected in a Multiple Casualty Code?
A: The two character abbreviation for country or state of incident, fiscal year, and numeric sequence.

Q: What data fields auto-populate once an individual casualty is assigned to a Multiple Casualty event?
A: The unit, Multiple Casualty Code, Incident City, and Incident Country auto-populates in the Multiple Casualty Incident Report.

Practical Exercise

Casualty and Mortuary Affairs Branch (CMAB) Points of Contact

Case Management and Notification
Operations Center (24 hours / 7 days)
Toll Free number: (800) 626-3317

Travel & Transportation: (888) 331-9369
Fax: (502) 613-4512

Main Branch: 502-613-9025
DSN: 983-9025

- Opt 1. Case Management
- Opt 2. Transition Team
- Opt 3. Operations
- Opt 4. Support
- Opt 5. Line of Duty (LOD)
- Opt 6. Personal Effects
- Opt 7. Fatal Accide

E-mail:
usarmy.knox.hrc.mbx.tagd-cmaoc-csb-casualty@mail.mil

Mailing Address:
Commander
U. S. Army Human Resources Command
ATTN: AHRC-PDC-C
1600 Spearhead Div Ave
Fort Knox, KY 40122

https://www.hrc.army.mil/TAGD/CMAOC%20Branches

Summary

1. The Defense Casualty Information Processing System (DCIPS)
2. Creating a Hasty Casualty Report
3. Creating a Full Casualty Report
4. Emailing Casualty Reports
5. Importing/Exporting Casualty Reports
6. Multiple Casualty Incidents

Terminal Learning Objective

Action: Demonstrate the Defense Casualty Information Processing System-Casualty Forward (DCIPS-CF).

Conditions: In a classroom environment, given a laptop computer with DCIPS-CF loaded, internet access, AR 638-8, DA Pam 638-8, FM 1-0, DCIPS-CF Version 8.0 User's Guide and an understanding of Operational Environment (OE) variables and actors.

Standard: The students will complete the end of course, hands-on Practical Exercise by employing critical thinking skills in the following learning activities:

1. The Defense Casualty Information Processing System (DCIPS)
2. Creating a Hasty Casualty Report
3. Creating a Full Casualty Report
4. Emailing Casualty Reports
5. Importing/Exporting Casualty Reports